

Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

August 25, 2000

Registration and Title Bulletin # 83-00

TO: All County Tax Assessor-Collectors

SUBJECT: Vehicle Title Manual Quarterly Revisions

PURPOSE

To provide the attached revisions to the Vehicle Title Manual.

DETAILS

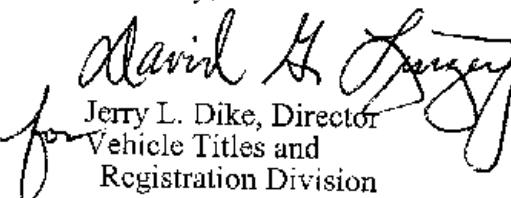
Please replace and/or add the attached pages in your Vehicle Title Manual.

Remove / Replace
Pages 25-26
Pages 43-44
Pages 61-62
Pages 67-70
Pages 77-78
Pages 81-82
Pages 87-88
Pages 125-126
Pages 133-134
Pages 223-224
Pages 251-252
Pages 371-372
Appendix List of Figures, All
Figures -- As applicable
Index Pages -- As applicable

CONTACT(S)

If you have any questions concerning this bulletin, please contact your local TxDOT Vehicle Titles and Registration Division Regional Office or the Operations Branch at (512) 465-7602. Thank you.

Sincerely,


Jerry L. Dike, Director
Vehicle Titles and
Registration Division

Attachments

cc: Texas Department of Public Safety
All Dealer Associations
Texas Department of Criminal Justice
Comptroller's Office

III. Vehicle Identification Numbers

- A. On 1955 and prior model motor vehicles registered and titled in Texas, the motor number is the principal means of identification, except Ford products manufactured since March 31, 1932. Motor numbers are die-stamped on the engine blocks. Any raised or die-cast number is a parts number and should, therefore, be disregarded.
- B. Beginning with the 1956 model motor vehicles, the serial number of the body or frame is used as the principal means of identification and shall be known as the "vehicle identification number." The words "permanent identification number" and "serial number" are sometimes used to refer to the official vehicle identification number.
 - 1. On 1956 and later model motor vehicles (1949 and later model Ford products), the serial number of the body is recognized as the vehicle identification number, except for Cadillacs and Volkswagens.
 - 2. The serial number of the frame is the principal means of identification on all Ford products manufactured from March 31, 1932, through the 1948 year models and on all 1956 through 1967 year model Cadillacs. Volkswagen Beetle models have a serial number located on the floorpan (frame), and such number is the vehicle identification number on all 1956 and later models. On all 1956 and later Volkswagens, other than the Beetle models, the serial number of the body is the vehicle identification number.
 - 3. Effective with all 1968 American manufactured passenger vehicles, the vehicle identification number was required to be visible through the left side of the windshield (driver's side). Effective September 1, 1981, all over-the-road vehicles manufactured in the United States or manufactured for import into the United States with a gross vehicle weight of 10,000 pounds or less were required to have the vehicle identification number visible through the left side of the windshield.
- C. Motorcycles and Motor scooters - The use of either the motor number or frame number (serial number) was acceptable as the identifying number on 1970 and prior year model motorcycle and motor scooter-type vehicles; however, beginning with 1971 and subsequent year model motorcycles and motor scooters, the serial number of the frame is recognized as the legal identifying number.
- D. The serial number is the principal means of identification on all model house trailers, trailers, and semitrailers.
- E. Effective November 1995, the Vehicle Identification Number (VIN) of all General Motors Corporation (GM) non-saleable vehicles, which is a prototype or pilot, whether full 17-character VIN or VIN-derivatives of nine characters, will end in the letters "EX" instead of numeric characters. This distinguishes non-saleable GM vehicles from other GM vehicles, which are saleable. The "EX" in the last two positions of the VIN derivative of a GM vehicle is a signal that the vehicle is not to be sold, registered or titled.

- IV. The motor number is recognized as the identifying number on all Ford products manufactured prior to March 31, 1932; and, if necessary, an assigned number may be issued by the department. The frame or body serial number is recognized as the identifying number on Ford products manufactured after that date, except as listed below:
- A. Most Ford vehicles manufactured in a foreign country have a motor number stamped on the block, and such number on models prior to 1956 should be shown on the application.
 - B. "Jeeps" manufactured by the Ford Company have a motor number stamped on the block different from the number on the frame. This motor number should be shown on the application. Since these vehicles were manufactured prior to 1946, the prefix "GP" or "GPA" is not required unless there is a duplication of basic motor numbers. (See paragraph VI. in this Section.)
- V. Strike overs on the application for title or Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, VTR-500-RTS, or Form 31-RTS, which leave any doubt as to the legibility of any digit in the number should not be accepted.
- VI. Prefixes and suffixes are required to prevent the duplication of numbers; and a prefix, a suffix, or both must be shown on all motor numbers from and including the 1946 models (on 1940 and later international trucks) and on all vehicle identification numbers starting with 1956 models when the vehicle manufacturer has used them. On international trucks, the prefix is usually found above the basic motor number. If a Texas title has been issued in error by omitting any part of the prefix or by completely omitting the prefix or the suffix of a motor or vehicle identification number.
- VII. If the evidence supporting a Texas application is a manufacturer's certificate and the vehicle identification number is erroneous, illegible, or altered, a corrected manufacturer's certificate showing the correct number is required.
- VIII. In the event the vehicle identification number is recorded in error on a Texas title (supported by an incorrect manufacturer's certificate as revealed by the microfilm records of this department) and such vehicle is less than two (2) years old, not counting the present year model, a corrected manufacturer's certificate showing the correct number is required.
- A. The procedure to be followed in securing a corrected manufacturer's certificate is as follows:
 - 1. In some cases, the manufacturer may require a letter from this department stating that the manufacturer's certificate has been microfilmed and destroyed.
 - 2. The dealer or distributor to whom the manufacturer's certificate was issued should request a corrected certificate from the factory. The above mentioned letter should be attached to his request.
 - B. Application for corrected title supported by the Incorrect Original (or CCO) Title and the corrected manufacturer's certificate should be filed with the county tax collector.
 - C. The vehicle identification number on the manufacturer's certificate must be the same as stamped on the vehicle identification number plate by the manufacturer.
- IX. If an error exists in the motor or vehicle identification number and the application for Texas title is supported by out-of-state evidence, refer to Section 501.0929 for correction procedure.

John Doe Estate Testamentary	_____, Trustee	Letters
Joe Doaks, Trustee in Bankruptcy for John Doe	_____	Court Order
John Doe, Trustee for Joe Black, Minor Agreement	_____	*Trust
John Doe, Guardian for Joe Black, Minor Guardianship	_____	Letters
John and Mary Doe Living Trust	_____ Living Trust	None

* When signed by the trustee, a statement of fact is acceptable in lieu of an actual copy of the Trust Agreement. Such statement of fact must state the name of the person or persons who appointed the trustee and must state whether or not the agreement is on file with the county clerk. If on file, the number under which it is recorded must be shown.

24. A leased vehicle should always be titled in the name of the lessor (person or firm who actually owns the vehicle). To enable a leasing company to receive the negotiable title yet allow the lessee to receive all subsequent renewal notices, the name and address of the lessee (person or firm to whom the vehicle is leased) may appear on the Application for Texas Certificate of Title, Form 130-U, in Block 14a, Registrant's Name (Renewal Notice Recipient). (Refer to Section 501.131.)
25. "Name and Address Stamps" that fit into the correct spaces allotted for such information on the application for title are acceptable. However, such stamps that overlap or are shown out of space are not acceptable.
26. Fleet owners may, if they so desire, have equipment numbers of newly acquired vehicles recorded on their title. To do so, such numbers should be shown in parentheses immediately following the name of owner in the space provided for the name of owner on the application for title and Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, Form VTR-500-RTS, or Form 31-RTS.
27. "Signature Stamps" are not acceptable as a part of an acknowledged or notarized document.
28. The name of owner and the name of lienholder should not be shown as one and the same since the owner, as shown in Block 14 on the application for title, will receive the negotiable title. (Refer to Section 501.131.)

L. Address of Owner

1. The address of owner/title recipient should always be the resident street address. If, however, resident mail delivery is not available, a P. O. Box number is acceptable. If a "P. O. Box" address is used in Blocks 14 and/or 14a of Application for Texas Certificate of Title, Form 130-U, a resident street address must be shown in Block 14b (Vehicle Physical Location). Counties should show the "P. O. Box" address in the "Owner/Title Recipient Address" or "Renewal Notice Recipient" field and the resident street address in the "Vehicle Physical Location" field on the RTS "Owner Address" screen. NOTE: Owners of fleet vehicles may show a post office box number in lieu of a street address.
2. The address of owner should be complete and legible and must include the zip code number.

M. Social Security Number - (Refer to Section 501.0235 for a complete discussion of Social Security Numbers.)

N. Liens - (Refer to Section 501.002 for a complete discussion of liens.)

1. The heading over the lien space on the application reads as follows: "This Motor Vehicle is Subject to the Following Liens and None Other"; therefore, the word "None" need not be inserted on the application if the vehicle is not subject to a lien. However, on the Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, VTR-500-RTS, or Form 31-RTS, the word "None" should be recorded in the space for first lienholder if there is no lien. This will discourage subsequent alterations to the receipt copies and, thus, prevent a person from claiming that a lien has been filed when, in fact, it has not. If there is a first lien but no second lien, the word "None" should be shown in the space for second lienholder.
2. The first lien information shown on the application should be correct and complete as to the date of lien and the name of lienholder. The mailing address must be correct and complete enough (zip code number included) for the post office to deliver the original title to the lienholder. In the case of joint lienholders, only one address should be shown.
3. An Additional Liens Statement, Form VTR-267, must be used as an attachment to the Application for Texas Certificate of Title, Form 130-U, when more than one lien is to be recorded. The Form VTR-267 must be completed, and include the vehicle description, date of lien, name and complete mailing address of the lienholder, signature of the applicant, and be submitted with the title transaction.
4. Erasure of lienholder's name is not acceptable.
5. Strikeovers and erasures which leave any doubt to the correct date of lien are not acceptable.
6. The name of a nationally known lienholder may be abbreviated in the space provided on the application for the "Name of Lienholder." Example: GMAC
7. The word "or" or "and/or" may not connect the names of joint lienholders.

Sec. 501.026. Importer's Certificate

(a) A county assessor-collector may not issue a title receipt for a used motor vehicle imported into this state for the purpose of sale in this state unless the applicant for the certificate of title provides the assessor-collector with an importer's certificate properly assigned by the importer.

(b) An importer's certificate must be accompanied by evidence required by the department showing good title to the motor vehicle and the name and address of any lienholder on the vehicle.

Acts 1995, 74th Leg., ch. 165, § 1, eff. Sept. 1, 1995.

Since the title law was passed back in 1939, the volume of out-of-state vehicles being brought into this State by residents, nonresidents, new residents, members of the Armed Forces, auto auction companies, and dealers has grown to such extent that it is almost impossible for the tax collector to determine whether the vehicle was brought into this State for the purpose of sale as provided by this Section. For this reason, an application for Texas title supported by proper evidence of ownership should not be rejected for an importer's certificate to be attached.

Sec. 501.027. Issuance of Certificate of Title

(a) On the day that a county assessor-collector issues a title receipt, the assessor-collector shall mail to the department:

(1) a copy of the receipt; and

(2) the evidence of title delivered to the assessor-collector by the applicant.

(b) Not later than the fifth day after the date the department receives an application for a certificate of title and the department determines the requirements of this chapter are met, the department shall issue the certificate of title. If a lien is not disclosed on the application, the department shall mark the certificate "original" and send it by first class mail to the applicant at the address provided on the application. If a lien is disclosed on the application, the department shall:

(1) issue the certificate of title in duplicate;

(2) mark one certificate of title "original" and send it by first class mail to the first lienholder as disclosed on the application; and

(3) mark the second certificate of title "duplicate original" and send it by first class mail to the applicant at the address provided on the application.

I. The RTS counties will use the Title Package Report (RTS.POS.5911). (Provisions are made for deferring the remittance for 34 days. Refer to Section 501.023.) The receipts should be listed on the report by the beginning and ending numbers, and a total should be shown for each group of numbers.

II. Upon receipt by the department, the check if remittance is not deferred. The receipts will be checked against the information shown on the Title Package Report. After processing, the Title Package Report is filed. If an error is found, the tax collector is notified as soon as possible.

III. Encumbered Motor Vehicles

The lienholder receives from the department the negotiable (transferable) certificate of title marked "Original," and the owner receives the non-negotiable (nontransferable) copy of the certificate of title marked "Duplicate Original." Before the owner may sell, trade, or otherwise dispose of the vehicle, the lienholder must release the lien noted on the "Original" Certificate of Title.

IV. Unencumbered Motor Vehicles

In the event the department finds, upon examination of any application for title of an unencumbered motor vehicle, that a title should issue, a negotiable (transferable) certificate of title marked "Original" shall be mailed to the address of the applicant as shown on the face of the title application.

V. Applications to be Kept Together

In any situation when one document has to support several transactions (such as a power of attorney covering two vehicles), all related transactions should be submitted in a "KEEP TOGETHER" envelope. An acknowledged copy should support any additional transactions. Additionally, the county should submit a certification concerning the number of transactions for which the original document was submitted. This is necessary since an average of approximately 15,000 applications are received daily, and in the processing of applications through the various offices in this department, they will become separated unless submitted in this manner.

NOTE: Transactions which require special handling by the Vehicle Titles and Registration Division should be submitted to the department under separate cover and be directed to the special attention of the persons who are to handle such transactions.

16. If a company, firm, or corporation is doing business in the name of an estate, evidence of authority is not required for an agent to sign provided he signs as an agent or manager of the estate.

Example: Name of Owner John Doe Estate

Signature of
Owner or Agent Edwin H. Golt (Manager)

17. When the name of owner shown is a firm's name, an agent must sign for the firm in the space provided for "Signature of Owner or Agent" on the application.
18. "Inc." should not be changed to "Co." or "Co." to "Inc." Neither should an application for corrected title be used to make corrections of this nature, unless there is an affidavit attached from the previous owner verifying the correct name. Otherwise, the title has to be assigned from "Co." to "Inc." or "Inc." to "Co."
19. When an application for title is supported by a Texas title which shows on the face thereof that authority has been given to an individual to act in the name of the owner, no further evidence of authority need be attached.
20. In the event an assignment shows an individual's name and a firm's name as "TOM JONES for XYZ COMPANY" only the name of the company need be shown on the application in the space for "Name of Owner"; but if the individual's name and the firm's name are worded on the assignment as "TOM JONES OF XYZ COMPANY," Tom Jones should be shown in the space on the application for "Name of Owner."
21. When an agent signs for an owner, no evidence of authority need be attached if the application is supported by a Request to Issue Non-negotiable Certificate of Title, Form VTR-272.
22. Evidence of authority is not required when a person or agent signs for a Texas licensed dealer when the dealer's name appears as an individual followed by his current dealer license number.

Example: John Doe, P8523

23. No authority is required for a mother or father to sign for a minor child if no inheritance is involved.

Example: Name of Owner John Doe (Minor)

Signature of Owner or Agent James M. Doe (Father)

(If inheritance is involved, refer to Sec. 501.074.)

APPLICATIONS FOR TITLE IN THE NAME OF A TRUSTEE AND AUTHORITY REQUIRED

<u>NAME OF OWNER</u>	<u>SIGNATURE OF OWNER</u>	<u>AUTHORITY REQUIRED</u>
John Doe, Trustee	_____	None
John Doe for Joe Doaks, Trustee	_____	None
John Doe, Trustee for Jim Smith	_____	None
John Doe, Trustee for ABC Company a Co.)	_____	None (Signing for
Joe Doaks	_____, Trustee	None
Joe Doaks by Jim Smith, Trustee	_____	None
Joe Doe Trust	_____, Trustee	*Trust Agreement
John Doe Trust Estate	_____, Trustee	*Trust Agreement
John Doe Estate Testamentary	_____, Trustee	Letters
Joe Doaks, Trustee in Bankruptcy for John Doe	_____	Court Order
John Doe, Trustee for Joe Black, Minor	_____	*Trust Agreement
John Doe, Guardian for Joe Black, Minor Guardianship	_____	Letters
John and Mary Doe Living Trust	_____ Living Trust	None

* When signed by the trustee, a statement of fact is acceptable in lieu of an actual copy of the Trust Agreement. Such statement of fact must state the name of the person or persons who appointed the trustee and must state whether or not the agreement is on file with the county clerk. If on file, the number under which it is recorded must be shown.

24. A leased vehicle must always be titled in the name of the lessor (person or firm who actually owns the vehicle). To enable a leasing company to receive the negotiable title yet allow the lessee to receive all subsequent renewal notices, the name and address of the lessee (person or firm to whom the vehicle is leased) may appear on the Application for Texas Certificate of Title, Form 130-U, in Block 14a, Registrant's Name (Renewal Notice Recipient), if so desired. (Refer to Section 501.131.)

25. "Name and Address Stamps" that fit into the correct spaces allotted for such information on the application for title are acceptable. However, such stamps that overlap or are shown out of space are not acceptable.

26. Fleet owners may, if they so desire, have equipment numbers of newly acquired vehicles recorded on their title. To do so, such numbers should be shown in parentheses immediately following the name of owner in the space provided for the name of owner on the application for title and Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, VTR-500-RTS, or Form 31-RTS.

Transportation Code § 501.028

27. "Signature Stamps" are not acceptable as a part of an acknowledged or notarized document.
28. The name of owner and the name of lienholder should not be shown as one and the same since the owner, as shown in Block 14 on the application for title, will receive the negotiable title. (Refer to Section 501.131.)

Sec. 501.029. Use of Duplicate Title Receipt or Certificate

A person may use a title receipt or certificate of title marked "Duplicate Original" only to evidence title to a motor vehicle and not to transfer an interest in or establish a lien on the vehicle.

- I. Non-negotiable (nontransferable) certificates of title are issued by the department. These non-negotiable titles provide no space on the reverse side for the assignment of the vehicle and are not to be used by any person in transferring any interest therein or to establish any lien thereon. These non-negotiable titles are issued for the various reasons set forth below:

- A. Duplicate Original - A "Duplicate Original" title is issued to the Texas recorded owner when application for Texas title is filed on an encumbered motor vehicle. This non-negotiable title serves only as evidence of title since the negotiable title is mailed to the lienholder.

- B. Titles for Registration Purposes Only - A Texas title for "Registration Purposes Only" may be issued for any vehicle last registered or titled in another state which is subject to registration in this State and for which the owner or operator cannot or does not wish to surrender the negotiable out-of-state evidence of ownership to obtain a negotiable Texas title provided, however, that such non-negotiable titles may not be issued for unregistered new vehicles. (Also see Transportation Code § 501.030.)

1. A Request to Issue Non-Negotiable Certificate of Title, Form VTR-272, and an application for title shall be executed by the owner or agent of the vehicle.

- a. No evidence of ownership other than a properly executed Form VTR-272, the title copy of the registration receipt, an Identification Certificate, Form VI-30-A, and a weight certificate verifying the empty weight of a commercial vehicle should support the application for non-negotiable title. In the event out-of-state evidence of ownership (title, registration receipt, etc.) is presented to the tax collector, and such evidence reflects a lien which has not been released, the lien should always be shown on the Application for Texas Certificate of Title, Form 130-U. The state of last title and/or registration issuance should also be indicated in the previous owner area. The out-of-state evidence of ownership should then be returned to the applicant with the receipt for title application, license receipt copy, license plates, and windshield validation sticker, if applicable. (NOTE: If the vehicle has been apprehended, a self-certification as to the correct VIN may be acceptable in lieu of the Form VI-30-A, provided an out-of-state address is shown on the Form VTR-272. See Transportation Code § 501.030. Also, in the case of apprehensions, an officer of the Department of Public Safety may waive the requirement of a weight certificate.)

- b. It is important that the Form VTR-272 be completely and properly executed. The name of the state in which the vehicle was last registered must be shown on the form; and when available, the out-of-state license number and year of issuance should also be shown. Quite often, if some of this information is missing, it can be located and carried forward from other documents in the transaction, such as the Form VI-30-A.

4. Off-highway motorcycles and 4-wheel ATV's which are titled but not registered.
 5. Travel trailers which are used as a residence, and are being registered for the sole purpose of obtaining a certificate of title and not for operation on the highways, are not subject to the safety inspection requirements. However, to ensure that safety inspection is not required, the applicant will be required to certify that the vehicle will not be operated on the highways of this State. Applicants will also be required to physically inspect the vehicle to verify the correct serial number. These requirements may be accomplished by completing a Travel Trailer or Park Model Trailer Verification, Form VTR-141. The Form VTR-141 must support an application for title and registration under the conditions stated above.
 6. Vehicles registered with Antique, Parade, or Disaster Relief License Plates.
 7. Vehicles previously owned by the federal government and transferred on The United States Government, Certificate to Title a Vehicle, Form 97.
 8. Vehicles previously registered with Federal "Diplomat" License Plates which are transferred on a U. S. Department of State Certificate of Authority to Sell a Vehicle.
 9. Vehicles displaying "slow-moving vehicle emblems," such as road construction equipment, which are designed to operate at a maximum speed of 25 mph or less.
 10. Vehicles which are imported free of duty into the United States for use of members of the German Federal Armed Forces (or a civilian component of the German Federal Armed Forces), provided the transaction is accompanied by proper evidence of ownership and a self-certification verifying the vehicle identification number.
- D. The Identification Certificate, Form VI-30-A, is not required in instances when a vehicle is to be titled in Texas but is not located in Texas if the application involves:
1. Apportioned vehicles.
 2. Military personnel who are Texas residents whose duty stations are located outside the State.
 3. Students who are Texas residents enrolled in accredited out-of-state colleges or universities.
 4. Elected officials serving in the United States Congress.
 5. Texas residents who are full-time recreational vehicle users who are temporarily out of state.
 6. Texas residents who apply for Texas certificate of title but are not required to have the vehicle registered.
 7. Texas residents who purchase a vehicle out of state and are not exempted by any of the above provisions must contact the Department Headquarters for approval of self-certification on an individual basis.

In these instances, the vehicles would not be subject to the Texas safety inspection requirements since they are not operated on the highways of this State. However, to confirm that the vehicle is located out of state and verify the vehicle identification number, the owner must submit a self-certification in lieu of the Form VI-30-A. The self-certification may be accomplished by utilizing a Certification of Vehicle Identification Number for Vehicle Located Out of State, Form D12-272-B, if the applicant is applying for a negotiable Texas certificate of title.

Military personnel who are Texas residents (claim Texas as their legal state of residence), stationed outside the state, may continue to title and register their vehicle in Texas. They may use the self-certification form provided the form is verified by the Provost Marshal. If the self-certification is not verified by the Provost Marshal, the applicant must provide verification that he is currently stationed out of state. Such verification may consist of military orders, etc., which indicate the current duty station of the applicant.

Students located outside the State may use the self-certification form in conjunction with a verification that they are a bonafide student. Such verification may consist of a tuition receipt, enrollment form, student identification card, etc., which confirms that the student is currently enrolled in an accredited college or university outside the State.

- E. Out-of-state vehicles which are registered in Texas as the result of being apprehended for registration violations are not subject to the safety inspection requirements, provided a "Registration Purposes Only" title is applied for and the application shows an out-of-state address. In such instances, however, the applicant must furnish a self-certification statement as to the correct vehicle identification number appearing on the vehicle. An Identification Certificate, Form VI-30-A, shall be required if a Texas address is shown on the application for "R.P.O." title.

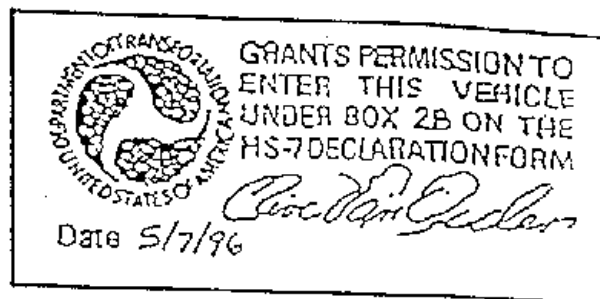
NOTE: When an out-of-state licensed vehicle has been apprehended and immediate registration is required, a Field Auditor of this department or any Law Enforcement Officer of the Texas Department of Public Safety is authorized to waive the requirements of a weight certificate for commercial vehicles. When a vehicle is being registered as the result of an apprehension, the tax collector or his deputy must write the word "Apprehended" on the non-negotiable "Registration Purposes Only" title application and registration receipt.

- F. If the description of the vehicle as shown on the out-of-state evidence does not agree (exception listed under par. 1, A of this section) with the description of vehicle shown on the Form VI-30-A, the tax collector's office shall not accept an application for a negotiable Texas title. In such cases, the tax collector should issue license plates for the vehicle; and the owner should apply for a non-negotiable "Registration Purposes Only" Texas title. (Refer to Section 501.029 of this manual for a discussion of "R.P.O." titles.) Verification must be obtained from the authorities of the issuing state verifying the correct description of the vehicle, after which the owner should file a new application for a negotiable Texas title supported by the correct out-of-state evidence of ownership and the non-negotiable Texas title. Verification shall consist of a letter or telegram from such proper authorities stating that the description of the vehicle on the outstanding title is in error and that the evidence on file in their office agrees with the actual description of the vehicle. If the above verification cannot be obtained, it shall be necessary for the applicant to obtain a corrected title from out of state or request a Tax Collector's Hearing.
- G. If a holder of a Texas Non-negotiable Title "For Registration Purposes Only" desires a Negotiable Texas Title in his name or if the vehicle is transferred by assigning the out-of-state evidence, a Form VI-30-A need not be attached if the Texas non-negotiable title (or verification of the non-negotiable title) is surrendered with the transaction. (Also see Section 501.029.)
- H. An Identification Certificate, Form VI-30-A, is required when the evidence supporting an application for title is a tax collector's hearing order or an auction sales receipt covering a vehicle that displays out-of-state license plates.

C. When an applicant applies for a Texas Certificate of Title on a motor vehicle imported under bond, the following documents must be submitted:

1. An original bond release letter from DOT (with all attachments referred to in the letter, if any).

NOTE: The department has been advised that the USDOT is not providing bond release letters, due to the current volume of requests. Instead USDOT is utilizing a stamp that states: "GRANTS PERMISSION TO ENTER THIS VEHICLE UNDER BOX 2B ON THE HS-7 DECLARATION FORM." The logo for USDOT is located to the left of this wording and the date (see insert). The department will accept this completed stamp in lieu of the bond release letter from USDOT, until further notice. It is usually applied to the manufacturer's confirmation letter.



2. A receipt or certificate issued by the U. S. Department of the Treasury showing that any and all gas guzzler taxes due on the vehicle have been fully paid, if applicable. A copy of the IRS Form 720 which was filed by the applicant accompanied by a copy of the canceled check will also be acceptable proof of payment of the tax.
3. In lieu of the bond release or bond verification letter from DOT or stamp, an applicant claiming exemption from the DOT requirements must provide a legible copy of a DOT Form HS-7 (yellow copy) as filed with the Department of Transportation which confirms the exemption. These forms must be validated with an original Customs stamp. (Certified copies by U. S. Customs are also acceptable.) Refer to II, D. of this section for further information.
4. Due to the establishment of an Automated Broker Interface (ABI) system between the USDOT and the Customs House Broker (CHB), a title applicant can now provide a properly completed ABI screen showing all required information in lieu of a DOT Form HS-7. (Refer to the figures for samples of ABI screens.) Importers provide USDOT Form HS-7 that must be included on each of the sample screens are as follows:
 - a. a description of the vehicle (year model, make, VIN, and model);
 - b. the DOT Form HS-7 box number of eligibility* (1, 2A, 2B, 3, 5, 7, 8, 9 & 12);
 - c. U. S. Customs entry number; and
 - d. a reference notation such as "USDOT" or "DOT".

*Note: If Box 3 is indicated, the registered importer number is also required to be shown on the ABI screen.

- D. The following information is provided as a quick reference in determining the title and registration requirements that will be applicable in relation to the various blocks checked on the Application for (Declaration) Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, DOT Form HS-7:

NOTE: Vehicles with year models that are 25 years old or older are exempt from the following procedures.

1. If Block 1 or 2A is checked, a bond release letter from DOT is not necessary. An application for "Registration Purposes Only" is not acceptable; therefore, the applicant must secure a Texas negotiable title and registration supported by the foreign evidence.
2. If Block 2B is checked, a letter from the manufacturer stating the vehicle complies with all federal motor vehicle safety standards is required before a negotiable Texas title and registration may be issued. A bond release letter from DOT is not necessary.
3. If Block 3 is checked, then a bond release letter from DOT (with all referenced attachments, if any) are required on all vehicles less than 25 years old. For further information see II, C. of this section.
4. Texas registration and certificate of title cannot be issued if Block 4, 6, or 9 is checked.
5. ONLY Texas registration and a certificate of title for "Registration Purposes Only" may be secured if Block 5, 7A, or 12 is checked. A Request for Non-negotiable Title for Registration Purposes Only for an Imported Vehicle, Form VTR-274, must be completed by the applicant. For further information see II, I. of this section.

Note: The clerk must select the "DOT Proof Required" remark on the additional information screen in the RTS title event to ensure that a renewal will not be printed.

A vehicle registered under these conditions (RPO Title - DOT Proof Required) must submit a legible validated DOT Form HS-7 if the vehicle is less than 25 years old.

- E. There may be instances when a vehicle that was manufactured in compliance with DOT regulations is imported into the United States (such as military personnel returning from overseas duty, individuals returning from Canada, etc.), and the owner is unable to produce the DOT Form HS-7, because it is lost or misplaced; or, in the case of some Canadian vehicles, the owner failed to file documentation with U.S. Customs. In these instances, U.S. Customs may inspect the vehicle and certify whether or not the vehicle conforms to DOT safety requirements. If it is confirmed that the vehicle complies with DOT safety requirements, this certification will be acceptable in lieu of the DOT Form HS-7. Such certification must be on U.S. Customs letterhead and signed by a customs agent. (VTR personnel may also inspect the vehicle to confirm that it has a DOT Safety Certification Label.)

- A. The following states issue registration receipts only to certain age or year model motor vehicles. All the other states issue titles to all motor vehicles.

<u>STATE</u>	<u>AGE OR YEAR MODEL OF VEHICLE</u>
AL	1974 AND PRIOR YEAR MODELS
CT	1969 AND PRIOR YEAR MODELS
GA	VEHICLES OVER 15 YEARS OLD
ME	1983 AND PRIOR YEAR MODELS
NH	VEHICLES OVER 10 YEARS
NY	1972 AND PRIOR YEAR MODELS
RI	VEHICLES OVER 10 YEARS OLD
VT	1981 AND PRIOR YEAR MODELS

All motor vehicle title transfers which include applications for special license plates with registration receipts surrendered as evidence of ownership shall be forwarded to the Customer Information Services (CIS) Branch.

- B. The first Texas registrant should attach the following evidence of ownership to his application for title covering an out-of-state motor vehicle: (NOTE: If a dealer-owned out-of-state vehicle is to be registered, the application for Texas title may be for a negotiable or non-negotiable title. Refer to Section 501.029.)

1. New and Unregistered Vehicle - A manufacturer's certificate.
2. Used Vehicle from a Title State - The out-of-state title with liens released and complete assignments, starting with the owner as shown on the face of the title, and a Form VI-30-A. (Refer to the Figures for examples.)

NOTE: A release of lien is not required if there is no transfer of ownership involved and the same lienholder as recorded on the out-of-state title is carried forward to the application for Texas title.

3. Used Vehicle from Non-title State - Current registration receipt and transfer of receipt or bill of sale to Texas applicant, accompanied by Form VI-30-A.

- C. Each state provides for an assignment or release of ownership on the certificate of title, and the information required in each assignment or release of ownership must be complete.

1. Different forms for transferring ownership on the title are prescribed by the several states; and the three (3) general types of assignments on out-of-state titles are as follows:
 - a. An assignment in which the seller appears before a person authorized to take acknowledgments and the purchaser's name is a part of the assignment.
 - b. An assignment in which the seller's signature is witnessed by another individual and the name of the purchaser is a part of the assignment. (A Louisiana title provides that the seller's signature may be acknowledged by a notary public; or the seller's signature may be witnessed by two (2) individuals, one (1) of whom must execute an affidavit stating that he witnessed the seller's signature.)

- c. A release of ownership in which the owner releases his interest in a motor vehicle by signing his name and dating his release in the prescribed space. (Example: Oregon.) If a title of this type provides a space for the purchaser's name in the release, it must be shown. (Example: Washington.)
2. Some states provide a space on the back of their titles for an applicant to apply directly for title. These "applications for title" may not be used as an assignment or as a reassignment of title to a motor vehicle.
3. Some states provide for additional assignments for dealers by prescribing a form to be attached to their titles in the event all the assignments are executed. These additional assignments (or bills of sale from out-of-state residents) together with the out-of-state title may be used to support an application for Texas title. A Texas Dealer's Reassignment of Title to a Motor Vehicle, Form 41-A, may be used in a like manner. (Refer to Section 501.133.)

NOTE: If all the assignments on an out-of-state title which complies with the Federal odometer disclosure requirements are executed, then out-of-state dealers must use a reassignment document which also conforms with Federal odometer disclosure requirements to transfer ownership to a Texas dealer or resident.

4. Non-negotiable titles issued by other states are valid only in the state in which they are issued, and such titles are not to be accepted as evidence of ownership in securing Texas Registration and Title.

NOTE: Virginia issues a certificate of title which contains the notation "non-negotiable." Such title is issued for the purpose of recording a Virginia lienholder in instances when a vehicle is purchased in that state but will be registered in another state. This type of title may be accepted as evidence of ownership to secure Texas title and registration in the name of the owner shown thereon. In addition, when the recorded lien is released, such title may also be used to transfer ownership; or the owner may secure Texas title free and clear of all liens.

5. California has an optional paperless title process. Applicants wishing to transfer a California paperless title to a Texas title must present a California duplicate title as proof of ownership. Otherwise, they may apply for a "Registration Purposes Only" (RPO) title or go through the hearing/bond process to secure a Texas negotiable title. A California Department of Motor Vehicles title application form (designated "REG 227" in the lower left corner) is not acceptable as proof of ownership.

NOTE: As other states implement this paperless title process, the same procedures will apply.

- D. Some states issue certificates of title which contain the legend "This vehicle may be subject to an undisclosed lien." These titles may be accepted in support of an application for Texas title without regard to such statement. However, the State of New Hampshire issues a "non-absolute" certificate of title which contains the legend "Warning the ownership named herein may not be absolute and this vehicle may be subject to an undisclosed lien." This type of title is not acceptable. The applicant shall be required to obtain a "clear" New Hampshire certificate of title in order to title the vehicle in Texas.
- E. "Restricted" certificates of title which are issued out of state for vehicles that cannot pass the state's motor vehicle inspection requirements are acceptable as evidence of ownership provided an Identification Certificate, Form VI-30-A, is attached verifying that the vehicle has passed the Texas safety inspection requirements.
- F. With reference to nontitle states that have converted or are in the process of converting to title issuing states (see par. A, this section, and the Certificate of Title Information for Each State), if there is any question as to whether a certificate of title has been issued, an application for Texas title must be supported by the negotiable certificate of title or the current registration receipt and verification from the proper state authorities stating that certificate of title has not been issued.

k. Guardians for Minors, etc. [Probate Code 645, 678, and 680 in part]

Where there are minors, or incapacitated persons having no guardian in this State who are entitled to a portion of an estate, or whose guardians also have an interest in the estate, the court shall appoint a guardian to represent them.

If an executor or administrator transfers title of a vehicle to a minor - such minor's guardian should sign the application for the minor and attach letters of guardianship.

l. Certificate of Title Lost

If a Texas-titled vehicle, and the certificate of title in the name of the deceased owner has been lost, it is not necessary for a copy of the title to be obtained, but record of title would need to be located in the department's records.

If an out-of-state title is involved, owner and lienholder verification from that state shall be required. If the applicant is unable to obtain such verification due to privacy laws in the other state, the options available to obtain Texas title are as follows:

1. Pursue a "Bonded" title, if they meet the requirements set out in Section 39;
2. Obtain title in the other state, prior to transferring to Texas; or
3. Pursue litigation through a court of competent jurisdiction.

If the estate of the deceased was probated, and if an executor or administrator was appointed, that person may transfer ownership of the vehicle by the execution of a bill of sale attaching thereto evidence that he has been appointed and qualified as executor or administrator of the estate by the probate court. If the title record shows a lien still recorded, a release of that lien must be attached to the new title application.

If the deceased did not leave a will and if the title to the vehicle has become lost, a certified copy of the title will not be needed. This is true even though the title records a lien. However, if the title records a lien, a release of the lien is necessary. An application for a new title may be supported by an affidavit of heirship. (Refer to affidavits of heirship, this Section.)

A copy of a title is not needed with any application filed by a devisee (the person awarded property by the provisions of a will) named in a will probated as a muniment of title. If the title record shows a lien, a release of the lien must be attached.

If no record of title or registration can be located in the department's records, the individual(s) authorized to sign for the estate of the deceased owner may execute a Verification of Ownership Affidavit (Refer to Section 501.134). In this case, evidence of legal authority to sign, such as letters of Administration, Letters Testamentary, Probate Proceedings (also muniment of title), or Affidavit of Heirship must be attached.

2. No Administration and None Necessary [Probate Code Sec. 45]

- a. If a person dies intestate, an application for Affidavit of Heirship for a Motor Vehicle, Form VTR-262, should be completed marking either no will left or a will was left, but no application for administration has been filed or a court has determined that no administration is necessary. If the person died intestate, the estate shall descend and pass according to the laws of descent and distribution, and the SIGNATURE OF AFFIANTS area of Form VTR-262 should be completed accordingly, as explained in the following scenarios:

- (1) Vehicle owner dies and is survived by spouse only or is survived by spouse and their children. In these cases, the community property estate of the deceased spouse passes to the surviving spouse, and only that heir need sign as an affiant.
- (2) Vehicle owner follows spouse in death and is survived only by their children. In these cases, property is distributed to the surviving children, and each must sign as an affiant.
- (3) Vehicle owner dies, and a surviving spouse is not the mother or father of the decedent's surviving children. In these cases, one-half of the estate passes to the surviving spouse and the other one-half passes to the surviving children. All must sign as affiants.

NOTE: Children legally adopted by the deceased qualify for these procedures.

Amendments to Sec. 45 have eliminated the Affidavit of Heirship to Pay Community Debts, when the estate includes minor children. If an heirship affidavit is used when a court has determined that no administration is necessary, the affiant(s) must attach the original or certified copy of the court document indicating no administration of the will is necessary and the portions of the will, which specifies that the will is in the deceased owner's name and indicates the name(s) of the heir(s).

NOTE: If there is only one surviving heir, the heir must execute the Form VTR-262. Execution by power of attorney is not acceptable.

b. Affidavit by all Heirs

- (1) If a vehicle is being transferred, Form VTR-262 should be completed marking either no will left or and no application for administration has been filed or no administration is necessary; or a will was left and a court has determined that no administration is necessary. If an heirship affidavit is used when a court has determined that no administration is necessary, the affiant(s) must attach the original or certified copy of the court document indicating no administration of the will is necessary and the portions of the will which specify that the will is in the deceased owner's name and indicates the name(s) of the heir(s). An affidavit of all heir(s) giving all facts as mentioned above is acceptable in lieu of Form VTR-262. If the affidavit does not describe the vehicle, it may be accepted provided title can be established in the name of the deceased; however, if the description is not shown in the affidavit and ownership of the vehicle is being transferred, the assigned title or a bill of sale describing the vehicle must be attached. In the event an affidavit of heirship does not specify to whom title shall issue, then all heir(s) must either join in an assignment of title or furnish a power of attorney (Refer to Section 501.155) for some person to assign for them. If all the heir(s) cannot appear before one notary public on the same date, then separate acknowledgments should be taken and

- c. The negotiable out-of-state evidence of ownership (out-of-state title or registration receipt, if from a nontitle state), in the name of or assigned to the person from whom the repossession is made, must be surrendered in support of the application. If such title or registration receipt is not surrendered, the lienholder will have to repossess out-of-state and obtain a title from that state in his name before transfer can be made in Texas.
- d. If the lienholder is unable to secure the negotiable out-of-state evidence of ownership, verification of the basic evidence from the proper out-of-state authorities, indicating the recorded owner is either the lienholder or the person from whom the repossession is made, will be accepted provided the state informs this department of their refusal to issue a title or registration receipt, if from a nontitle state, or a copy thereof covering the repossessed vehicle.
- e. In addition to these requirements, the following evidence must be attached to the application for Texas title:
 - (1) Out-of-state title or registration receipt (as stated above).
 - (2) Properly executed repossession affidavit, either on our Affidavit for Repossessed Motor Vehicle, Form VTR-264, or on a prescribed repossession affidavit from the state in which the vehicle was last registered.
 - (3) If the repossessed vehicle is being re-titled in new purchaser's name in Texas, the repossession form is required to be notarized. The lien holder could also utilize the Texas prescribed form, VTR-264.
 - (4) An Identification Certificate, Form VI-30-A.
 - (5) A weight certificate for a commercial vehicle as explained in Section 501.025.
 - (6) The title copy of the current Texas license receipt.
 - (7) Valid proof of financial responsibility, covering the described vehicle, in the applicant's name. Refer to Transportation Code, Chapter 601. Motor Vehicle Safety Responsibility Act.

3. "Floor Plan" Liens

With regard to "floor plan" liens covering vehicles in a dealer's inventory, if the dealer is in default under the terms of the security agreement, the lienholder may repossess and transfer ownership without securing title in his name. In such instances, an application for title in the name of the purchaser must be supported by the following:

- a. Manufacturer's certificate or certificate of title properly assigned to the dealership and reassigned to the purchaser by the lienholder.
- b. Affidavit for Repossessed Motor Vehicle, Form VTR-264.
- c. Copy of the security agreement or Secretary of State's Form UCC-1. (This type of agreement will generally cover all vehicles in a dealer's inventory and will not list individual vehicle identification numbers. Whether or not the security agreement has been filed with the Secretary of State will not affect the foreclosure procedure.)
- d. Valid proof of financial responsibility, covering the described vehicle, in the applicant's name. Refer to Transportation Code, Chapter 601. Motor Vehicle Safety Responsibility Act.

4. Liquidation of Bank or Savings and Loan

When liquidating a bank or savings and loan association, the Federal Deposit Insurance Corporation (FDIC) or Resolution Trust Corporation (RTC) shall be allowed to sign as "successor to" a bank or savings and loan association on any repossession affidavit such as an Affidavit for Repossessed Motor Vehicle, Form VTR-264, release of lien such as Prescribed Form for Release of Lien, Form VTR-266, or Application for Certified Copy of a Texas Title for a Motor Vehicle, Form VTR-34-RTS.

5. Any indication of "repossession" in a transaction requires that a "repossession affidavit" such as Affidavit for Repossessed Motor Vehicle, Form VTR-264, support the mortgagee's (lienholder's) application for title. (For example: If the words "reposs.," "repossessed," or "repossession" are noted anywhere in a transaction, repossession papers shall support the application in the lienholder's name.)
- C. A Writ of Sequestration (ordering a sheriff or constable to seize property) may be issued by Judges and Clerks of the district and county courts and Justices of the Peace, at the commencement or during the progress of any civil suit, before final judgment when a person sues for the foreclosure of a mortgage or the enforcement of a lien upon personal property of any description and makes oath that he fears the defendant or person in possession thereof will injure, ill-treat, waste or destroy, or remove the same out of the county during the pendency of the suit. Notice that the prescribed Affidavit for Repossessed Motor Vehicle, Form VTR-264, provides for "Method of Repossession" and a notation: "If by sequestration - attach copy of Sheriff's Bill of Sale." (If "Method of Repossession" is by terms of security agreement, a Sheriff's Bill of Sale would not be required.)
1. The purchaser as shown on the Sheriff's Bill of Sale must secure title in his name except as follows:
 - a. If such purchaser is a dealer, he may use Dealer's Reassignment of Title for a Motor Vehicle, Form 41, or Dealer's Reassignment of Title for a Motor Vehicle, Form 41-A, or assign the title.
 - b. If such purchaser is the recorded lienholder, he may transfer ownership by assigning the title.
 2. If the Sheriff's Bill of Sale is attached at the time an application for title is filed, the application need not be rejected for a repossession affidavit because all writs of sequestration are not issued as a result of a suit being filed for the foreclosure of a mortgage. (Refer to par. VI.,E., this Section.)
 3. On an out-of-state repossession by sequestration, a copy of the chattel mortgage will not be required. The out-of-state title (or registration receipt, if from a non-title state), the repossession affidavit, the Identification Certificate, Form VI-30-A, and the Sheriff's Bill of Sale citing the court and the court order number will be sufficient evidence to support the application for Texas title.

Transportation Code § 501.131.

VI. If one (1) instrument (power of attorney, heirship affidavit, will, etc.) is used to support the applications of two (2) or more transactions, all such transactions should be stapled together with the instrument and a note attached stating, "These transactions must be kept together." Furthermore, all these transactions should be noted on a separate report by the tax collector and mailed in a special package. Unless these precautions are taken, the applications may become separated when processed, as an average of fifteen thousand (15,000) applications for title are received each day by the department.

VII. "Stop" title requests.

- A. A title transaction will only be stopped and returned when the request is accompanied by a court order which restrains the department from issuing a title from said transaction.
- B. In many instances, a court order is not necessary since the title can be corrected after it is issued.

Some of the errors which can be corrected after title issuance are:

- 1. Vehicle description (make, year model, body style, VIN)
- 2. Name
- 3. Address
- 4. Wrong Lien
- 5. Lien Omitted
- 6. Wrong Evidence (refer to 501.091)

In cases such as these, an application for corrected title supported by the proper documentation can be filed to correct the errors.

VIII. Lessee and Lessor.

A leased vehicle should always be titled in the name of the lessor (person or firm who actually owns the vehicle). The name and address of the lessor should be shown in Block 14, Applicant's name (Owner/Title Recipient field), which will enable a leasing company to receive the negotiable title. The name and address of the lessee (person or firm to whom the vehicle is leased) may appear on the application for title in Block 14a, Registrant's Name (Renewal Notice Recipient field), which will allow the lessee to receive the renewal notices.

The application would be completed as follows:

14. Applicant's Name(s)

American Fleet Corporation (Lessor)
14800 Central Street
Houston, Texas 77060

14a. Registrant's Name

Tom McWright
1811 Oakland Drive
Houston, Texas 77055

In order to identify this type of transaction as a leasing agreement, the owner's name may be followed by the word "Lessor" in parentheses as indicated above. An application for title is not acceptable if the name of the owner and lienholder is the same.

Transportation Code § 501.131.

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Sec. 501.154. Alteration of Certificate or Receipt.

A person commits an offense if the person alters a manufacturer's or importer's certificate, a title receipt, or a certificate of title.

Acts 1995, 74th Leg., ch. 165, § 1, eff. Sept. 1, 1995.

An altered receipt Form VTR-500-RTS, Form 31-RTS, certificate of title, or manufacturer's certificate received by the department shall constitute valid reason for the rejection of any transaction to which such altered evidence is attached.

Sec. 501.155. False Name, False Information, and Forgery.

(a) A person commits an offense if the person knowingly provides false or incorrect information or without legal authority signs the name of another person on:

- (1) an application for a certificate of title;*
- (2) an application for a certified copy of an original certificate of title;*
- (3) an assignment of title for a motor vehicle;*
- (4) a discharge of a lien on a title for a motor vehicle; or*
- (5) any other document required by the department or necessary to the transfer of ownership of a motor vehicle.*

(b) An offense under this section is a felony of the third degree.

Acts 1995, 74th Leg., ch. 165, § 1, eff. Sept. 1, 1995.

I. An authorized agent's right to execute any application or transfer any certificate of title is not questioned, provided the agent signs in such a manner that clearly shows he is countersigning for a firm, association, or corporation.

II. Types of lawful authority for one person to sign for another:

A. A power of attorney is defined as the written authority for one person to act for another. The acknowledgment of a power of attorney shall be complete. (Refer to Section 501.021 for a list of persons eligible to take acknowledgments and for the manner in which the signature of the attorney-in-fact should appear on the application.) The Power of Attorney to Transfer Motor Vehicle is Form VTR-271. The grantor of a power of attorney must state in the instrument the name of the attorney-in-fact. (For example: The word "Bearer" should not be shown in lieu of the name of the attorney-in-fact.) The original or a certified copy of a power of attorney must be attached to a title transaction as evidence of the appointment of an attorney-in-fact. (If the applicant does not wish to relinquish the original or certified copy of the document, a copy may be accepted as explained in Section 501.131.)

Upon the death of the grantor (person executing the form), the power of attorney shall be rendered invalid. At this point, the vehicle will be awarded to the estate. The disposal and transfer of the vehicle will be processed through the usual probate and heirship procedures.

1. A general power of attorney is the written authority for one person to act in all business and legal capacities for another person. In this type of power of attorney, the description of the motor vehicle need not be shown, because the power given to the attorney-in-fact is general. A general power of attorney may be limited only by a statement that such instrument becomes null and void on a certain date. In such instances, when the power of attorney is limited by date and the attorney-in-fact is to execute the final application, such authority shall not be indicated upon the certificate of title.

Sec. 2.02. License Application.

- (a) *An applicant for a salvage vehicle dealer license must apply on a form prescribed by the department. The application form must be signed by the applicant and accompanied by the application fee. The application must include:*
- (1) the name, business address, and business telephone number of the applicant;*
 - (2) the name under which the applicant will do business;*
 - (3) the location, by number, street, and municipality, of each office from which the applicant will conduct business;*
 - (4) a statement indicating whether the applicant has previously applied for a license under this article, the result of the previous application, and whether the applicant has ever been the holder of a license under this article that was revoked or suspended;*
 - (5) a statement of the previous history, record, and associations of the applicant to the extent sufficient to establish, to the satisfaction of the department, the business reputation and character of the applicant;*
 - (6) the applicant's federal tax identification number, if any;*
 - (7) the applicant's state sales tax number; and*
 - (8) other information as required by rules adopted under this article.*
- (b) *A license may not be issued in a fictitious name that may be confused with or is similar to that of a governmental entity or that is otherwise deceptive or misleading to the public.*

Sec. 2.03. Additional Requirements for Corporate or Partnership License.

- (a) *If a salvage vehicle dealer license applicant intends to engage in business through a corporation, the license application must include, in addition to the information required under Section 2.02 of this article:*
- (1) *the state of incorporation;*
 - (2) *the name, address, date of birth, and social security number of each of the principal officers and director of the corporation;*
 - (3) *a statement of the previous history, record, and associations of each officer and director to the extent sufficient to establish, to the satisfaction of the department, the business reputation and character of the applicant; and*
 - (4) *a statement showing whether an employee, officer, or director has been refused a license as a salvage vehicle dealer or has been the holder of a license that was revoked or suspended.*
- (b) *If the license applicant intends to engage in business through a partnership, the license application must include, in addition to the information required under Section 2.02 of this article:*
- (1) *the name, address, date of birth, and social security number of each owner or partner;*
 - (2) *a statement of the previous history, record, and associations of each owner and partner to the extent sufficient to establish, to the satisfaction of the department, the business reputation and character of the applicant; and*
 - (3) *a statement showing whether a partner, owner, or employee has been refused a license as a salvage vehicle dealer or has been the holder of a license that was revoked or suspended.*

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TITLE MANUAL APPENDIX LIST OF FIGURES

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45	Exempt Vehicle Affidavit Driver Education (exempt from title fees)	VTR-62-E	6-97
46	Affidavit and Application for Registration and Certificate of Title Issued Under an Alias for Use on Law Enforcement Vehicles	VTR 62-G	1-97
47	Bill of Sale	VTR-63	10-99
48	Certificate of Origin for a Vehicle		
49	Example for an Affidavit of Trust		2-95
50	Application for Assigned or Reassigned Number	VTR 68-A	3-00
51	Notice of Assigned Number or Installation of Reassigned Vehicle Identification Number	VTR-68-N	9-96
52	Affidavit & Application for Certificate to Dispose of Vehicle Purchased at Statutory Storage – Mechanics Lien Foreclosure Sale	VTR-70	4-99
53	Auction Sales Receipt for an Abandoned Motor Vehicle Sold by a Police Department at Public Auction	VTR-71-1	4-98
54	Application for Authority to Dispose of a Motor Vehicle to a Demolisher	VTR-71-2	5-00
55	Application for Authority to Dispose of a Motor Vehicle to a Demolisher	VTR 71-2X	8-99
56	Certificate of Authority to Dispose of a Motor Vehicle to a Demolisher for Demolition, Wrecking or Dismantling Only	71-3	10-97
57	Notice to the Texas Department of Transportation of the Abatement of Junked Vehicles	VTR 71-4	12-96
58	Transfer of Junked Vehicle to a Demolisher	VTR 71-5	6-00
59	<i>Obsolete</i>		
60	Inventory Receipt for Surrender of Certificates of Title by Insurance Company	VTR-75-R	4-95
61	The United States Government, Certificate to Title a Vehicle	97	4-91
62	Certificate of Salvage Vehicle Dealer of Salvage Vehicle Agent License	VTR-100	3-97
63	Inspection Of A Vehicle Which Was Reconstructed Utilizing A Glider Kit	VTR-110	10-96
64	Report to Division of Motor Vehicle Titles and Registration on a Dishonored Check Given for Registration and/or Title Fees	D12-120	10-92
65	Rights of Survivorship Ownership Agreement for a Motor Vehicle	VTR-122	5-00
66	Request for Salvage Certificate	VTR-130	4-98

TITLE MANUAL APPENDIX LIST OF FIGURES

FIGURE	DEFINITION	FORM	REVISED
67	Certificate of Title Surety Bond	VTR-130-SB	1-00
68	Statement of Fact	VTR-130-SOF	4-00
69	Certificate of Title Information For Each State		7-98
70	Federally Recognized Indian Tribes in Oklahoma		8-98
71	Application for Texas Certificate of Title	130-U	2-00
72	Title Transaction Assembly Procedure		10-96
73	Bonded Title Transaction Assembly Procedure		
74	Various Reasons Why an Application for Texas Title is Rejected	130-U	2-00
75	Title Rejection - Sample TxDOT Letter (requesting additional evidence and list options to secure a title)		6-95
76	Title Rejection - Sample TxDOT Letter (Applicant does not want to obtain two appraisals. The department is requesting additional evidence and offering hearing option only to secure a title)		6-95
77	Title Rejection - Sample TxDOT Letter (requesting additional evidence and offer bond form to secure a title)		6-95
78	Tax Collector's - Notice of Title Rejection (Grounds for Refusal to Issue or for Revocation or Suspension of Certificate)		12-97
79	Tax Collector's Ruling Denying Title Issuance		10-96
80	Tax Collector's Ruling for Issuance of Title		10-96
80A	Request to Issue Negotiable Certificate of Title without Registration (Title Only)	VTR-131	5-00
81	Trailer and/or Semitrailer Manufacturer Certification	VTR-132	10-97
82	"Travel Trailer" or "Park Model Trailer" Verification	VTR-141	8-97
83	Statement of Fact for Non-Disclosure of a Social Security Number	VTR-171	2-00
84	Social Security Number Statement for Texas Title Applicants		9-95
85	Salvage Bill of Sale	VTR-203	5-96
86	Inventory of Component Parts Purchased	VTR-207	3-96
87	Texas Salvage Certificate	VTR-222	1-98
88	Texas Nonrepairable Certificate of Title	VTR-222-NR	12-97
89	Texas Salvage Certificate of Title	VTR-222-S	12-97
90	Standard Abbreviations for Vehicle Makes and Body Styles on Forms 130-U	VTR-249	11-99
91	Prescribed Form of Affidavit of Ownership	D12-261	
92	Affidavit of Heirship for a Motor Vehicle	VTR-262	5-00

TITLE MANUAL APPENDIX LIST OF FIGURES

FIGURE	DEFINITION	FORM	REVISED
93	Affidavit for Repossessed Motor Vehicle	VTR-264	6-99
94	Repossession by Holder of Chattel Mortgage on an Affidavit for Repossession for a Motor Vehicle	VTR-264	10-94
95	Repossession by Recorded Lienholder on an Affidavit for Repossession for a Motor Vehicle	VTR-264	10-94
96	Registration of New Commercial Motor Vehicle With Truck License Plates		
97	Registration of New Commercial Motor Vehicle with a Combination License Plate		
98	Items Required to Support Out-of-State Evidence on Commercial Vehicles		
99	Texas Maximum Weight & Size Limitations		
100	Texas Maximum Size Limitations		
101	Application and Affidavit for Foreclosure on a Motor Vehicle Under Statutory Contractual Landlord's Liens, Chapters 54 and 59, State Property Code	VTR-265-L	2-96
101A	Application and Affidavit for Foreclosure on a Motor Vehicle Under Statutory Contractual Landlord's Lien, Chapter 54, State Property Code	VTR-265-L	9-99
102	Mechanic's Lien Foreclosure	VTR-265-M	12-97
102A	Mechanic's Lien Foreclosure	VTR-265-M	2-00
103	Storage Lien Abandoned Vehicle or Private Tow	VTR-265-S	6-99
103A	Storage Lien for Abandoned Vehicle or Private Tow	VTR-265-S	9-99
103B	Application and Affidavit for Foreclosure of a Self-service Storage Facility Lien	VTR-265-SSF	3-00
104	Storage Lien for Licensed Vehicle Storage Facility	VTR-265-VSF	11-97
104A	Storage Lien for Licensed Vehicle Storage Facility	VTR-265-VSF	2-00
105	Prescribed Form for Release of Lien	VTR-266	5-98
106	Examples for Release of Lien on a Vehicle		
107	Additional Liens Statement	VTR-267	9-96
108	Verification of Ownership	VTR-268	12-97
109	Statement of Physical Inspection	VTR-270	8-99
110	Power of Attorney to Transfer Motor Vehicle	VTR-271	3-00
111	Power of Attorney for Transfer of Ownership to a Motor Vehicle	VTR-271-A	5-97
112	Request to Issue Non-Negotiable Certificate of Title (Registration Purposes Only)	VTR-272	1-00

TITLE MANUAL APPENDIX LIST OF FIGURES

FIGURE	DEFINITION	FORM	REVISED
113	Titles Issued for Registration Purposes Only, Example of Non-Negotiable Certificate of Title		
114	Request to Issue Non-Negotiable Certificate of Title for a Vehicle Located Out-of-State (Registration Purposes Only)	VTR-272-A	12-98
115	Certification of Vehicle Identification Number for Vehicle Located Out of State	VTR-272-B	6-96
116	Request for Non-Negotiable Title for Registration Purposes Only for an Imported Vehicle	VTR-274	7-97
117	Request for Texas Motor Vehicle Information	VTR-275	1-98
118	Affidavit of Ownership for Equipment	VTR-279	3-00
119	Request for Pencil Tracing of Vehicle Identification Number	VTR-301	3-00
120	Suggested Procedure to Follow in Obtaining a Pencil Tracing		
121	Prescribed Form for Affidavit of Ownership for Trailer or Semitrailer	VTR-305	8-99
122	Prescribed Form for Statement of Fact for Ownership of Homemade/Shopmade Trailer, Semitrailer, or Travel Trailer	VTR-305-A	12-99
123	Affidavit of Ownership for 4-wheel All-Terrain Vehicle	D12-328	6-93
124	Affidavit of Ownership for a Moped	VTR-329	8-99
125	Statement of Fact of Ownership for Motorcycle Designed and Equipped as an "Off-Highway" Vehicle	VTR-330	11-95
126	Inventory Receipt for Unexpired License Plates and Certificates of Title	VTR-340	3-96
127	Texas Motor Vehicle Transfer Notification	VTR-346	3-00
128	Release of Vehicle Record Information	VTR-385	2-00
129	Authorization for Release of Personal Information	VTR-386	9-97
130	Owner Retained Report	VTR-436	3-96
131	Application for (Check One) Texas Salvage Certificate of Title (75 - 94% loss) Texas Nonrepairable Certificate of Title (95% or more loss)	VTR-441	
132	Standard of Safety Statement	VTR-470	3-00
133	Title and Registration Instructions for Motor Vehicles Adapted to or Designed for Human Habitation		10-94
134	Affidavit of Fact to Support an Application for Certificate of Title for "Slow-moving Vehicle," such as Golf Carts or other Miniature Vehicles	VTR-471	3-00
135	Vehicle Inquiry Receipt	VTR-500-RTS	11-95
136	Title Application Receipt	VTR-500-RTS	11-95
137	Non-Titled Vehicle Receipt	VTR-500-RTS	11-95
138	Title Correction Receipt	VTR-500-RTS	11-95
139	Customs Procedures for the Exportation of Used Motor Vehicles		7-99

Fig. 13B
Certificate of Title To a Motor Vehicle, Original, Form 30-C, Rev. 12-99, Size 7" X 8"
Rights of Survivorship Ownership Agreement, Vehicle Transfer Notation Form,
Additional Reassignments Permitted, Conforming, Secure Paper

Revised 8-00

Fig. 13B Continued
Back of Certificate of Title To a Motor Vehicle, Original, Form 30-C, Rev. 12-99, Size 7" X 8"
Rights of Survivorship Ownership Agreement, Vehicle Transfer Notation Form,
Additional Reassignments Permitted, Conforming, Secure Paper

TEXAS MOTOR VEHICLE NOTIFICATION OF SALE									
PLEASE PRINT CLEARLY - ALL INFORMATION MUST BE COMPLETE - SELLER NOTIFICATION IS STRICTLY VOLUNTARY									
Document Number		Vehicle Identification Number		Year	Make	Body Style			
Seller's Full Name:		Buyer's Full Name:							
Address:		Address:							
City	State	ZIP Code	State						
Date Vehicle Delivered to Buyer/Transferor:									
<p>I hereby request that the Texas Department of Transportation mark this document as void and return it to the seller. I understand that the motor vehicle record will remain in my name until a new Texas Certificate of Title is applied for and issued to the new owner.</p>									
SIGNATURE OF SELLER/TRANSFEROR(S) _____ DATE _____									
<p>See 5A.50. Please return in the form of a check, cashiers check, or money order payable to the Texas Department of Transportation, Mail to: Texas Department of Transportation, Vehicle Titles and Registration Division, P.O. Box 13179, Austin, TX 78711-9179. PLEASE DO NOT MAIL CASH.</p>									
<p>THE "ASSIGNMENT OF TITLE" SECTION ON THE CERTIFICATE OF TITLE BELOW MUST BE COMPLETED (BY SELLER AND BUYER) TO TRANSFER OWNERSHIP.</p>									
<p>WHEN VEHICLE IS SOLD, TITLE HOLDER MUST ASSIGN AND FURNISH THIS TITLE, CURRENT LICENSE RECEIPT, AND SALES TAX AFFIDAVIT TO THE PURCHASER WHO MUST FILE APPLICATION WITH COUNTY TAX ASSESSOR-COLLECTOR WITHIN 30 WORKING DAYS TO AVOID \$10 PENALTY.</p>									
ASSIGNMENT OF TITLE	<p>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</p>								
	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p>								
FIRST REASSIGNMENT DEALER ONLY	<p>Name of Purchaser: _____ City: _____ State: _____ Zip: _____</p>								
	<p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p>								
SECOND REASSIGNMENT DEALER ONLY	<p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p>								
	<p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p>								
THIRD REASSIGNMENT DEALER ONLY	<p>Name of Purchaser: _____ City: _____ State: _____ Zip: _____</p>								
	<p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p>								
LIEN	<p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p>								
	<p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p>								

Fig. 21 Continued
Back of Certificate of Title To a Motor Vehicle, Certified Copy, Form 30-CCO, Rev. 3-98, Size 7" X 8"
Rights of Survivorship Ownership Agreement, Vehicle Transfer Notation Form,
Additional Reassignments Permitted, Conforming, Secure Paper

<p>WHEN VEHICLE IS SOLD, TITLE HOLDER MUST ASSIGN AND FURNISH THIS TITLE, CURRENT LICENSE RECEIPT, AND SALES TAX AFFIDAVIT TO THE PURCHASER WHO MUST FILE APPLICATION WITH COUNTY TAX ASSESSOR-COLLECTOR WITHIN 20 WORKING DAYS TO AVOID \$10 PENALTY.</p>	
<p>ASSIGNMENT OF TITLE</p>	<p>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</p> <p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
<p>FIRST REASSIGNMENT - DEALER ONLY</p>	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
<p>SECOND REASSIGNMENT - DEALER ONLY</p>	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
<p>THIRD REASSIGNMENT - DEALER ONLY</p>	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p> <p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p><input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits.</p> <p><input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY</p> <p>ODOMETER READING (in miles) _____</p> <p>Date of Sale _____</p> <p>Signature of Seller/Agent _____ Printed Name (same as signature) _____</p> <p>I am aware of the above odometer certification made by the seller/agent.</p> <p>Signature of Buyer/Agent _____ Printed Name (same as signature) _____</p>
<p>NOTICE: HOLDER TO BE RECORDED AND SHOWN ON NEW TITLE (ST. DEN. IN PART OF NAME & ADDRESS)</p>	

Fig. 21A
Certificate of Title To a Motor Vehicle, Certified Copy, Form 30-CCO, Rev. 12-99, Size 7" X 8"
Rights of Survivorship Ownership Agreement, Vehicle Transfer Notation Form,
Additional Reassignments Permitted, Conforming, Secure Paper

↓ DETACH HERE ↓

Vehicle Title Manual

Fig. 21A Continued
Back of Certificate of Title To a Motor Vehicle, Certified Copy, Form 30-CCO, Rev. 12-99, Size 7" X 8"
Rights of Survivorship Ownership Agreement, Vehicle Transfer Notation Form,
Additional Reassignments Permitted, Conforming, Secure Paper

TEXAS MOTOR VEHICLE NOTIFICATION OF SALE					
PLEASE PRINT OR EARLY - ALL INFORMATION MUST BE COMPLETE - SELLER NOTIFICATION IS STRICTLY VOLUNTARY					
Transferor's Name		Vehicle Identification Number		Year	Make
Address		Buyer's Full Name		Buyer's Address	
City State ZIP Code		City		State ZIP Code	
Date Vehicle Delivered to Buyer/Transferor:					

We hereby request that the Texas Department of Transportation make its motor vehicle record indicate that this vehicle has been sold, gift, etc. (the vehicle described above) under the provisions of Transportation Code, Section 562.002 when addresses secondhand vehicle numbers. (We understand that the motor vehicle record will remain in effect until a new Texas Certificate of Title is applied for and issued regarding the name of the new owner.)

SIGNATURE OF SELLER(S)/TRANSFEROR(S)

DATE

Fee: \$5.00. Please remit fee in the form of a check, money order, or cash payable to the Texas Department of Transportation, Mail to: Texas Department of Transportation, Vehicle Titles and Registration Division, P.O. Box 13475, Austin, TX 78711-2475. PLEASE DO NOT MAIL CASH.

THE "ASSIGNMENT OF TITLE" SECTION ON THE CERTIFICATE OF TITLE BELOW MUST BE COMPLETED (BY SELLER AND BUYER) TO TRANSFER OWNERSHIP

WHEN VEHICLE IS SOLD, TITLE HOLDER MUST ASSIGN AND FURNISH THIS TITLE, CURRENT LICENSE RECEIPT, AND SALES TAX AFFIDAVIT TO THE PURCHASER WHO MUST FILE APPLICATION WITH COUNTY TAX ASSESSOR-COLLECTOR WITHIN 20 WORKING DAYS TO AVOID \$10 PENALTY.

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.
 The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address.

ASSIGNMENT OF TITLE	Name of Purchaser		Street	City	State	Zip
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:					
	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.					
	Date of Sale		Signature of Seller/Agent			
			Printed Name (same as signature)			

FIRST REASSIGNMENT DEALER ONLY	Name of Purchaser		Street	City	State	Zip
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:					
	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.					
	Date of Sale		Signature of Buyer/Agent			
			Printed Name (same as signature)			

SECOND REASSIGNMENT DEALER ONLY	Name of Purchaser		Street	City	State	Zip
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:					
	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.					
	Date of Sale		Signature of Buyer/Agent			
			Printed Name (same as signature)			

THIRD REASSIGNMENT DEALER ONLY	Name of Purchaser		Street	City	State	Zip
	I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:					
	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.					
	Date of Sale		Signature of Buyer/Agent			
			Printed Name (same as signature)			

LIEN LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE:
 (ST LIE IN FAVOR OF (NAME & ADDRESS))

Fig. 22
Non-Negotiable Certificate of Title
Form 30-N, Rev. 2-83

TEXAS CERTIFICATE OF TITLE			
TYPE OF VEHICLE OLDS 1982 4DR 000XXX		DATE OF VEHICLE REGISTRATION 1034W69Y7CH179620 00000000	
DATE OF TITLE 02/10/83		DATE OF SALE 02/07/83	
QUALITY OLDSMOBILE INC NEW CITY, TX		ABC FINANCE 321 MAIN NEW CITY, TEX 78700	
JOHN DOE 123 PLAIN DRIVE NEW CITY, TEX 78700		ABC FINANCE 321 MAIN NEW CITY, TEX 78700	
ORIGINAL TITLE MAILED TO 1ST LENDER		DATE OF SALE 02/07/83	
DATE OF SALE 02/07/83		DATE OF SALE 02/07/83	

17351678

FORM 30-N

NON-NEGOTIABLE

Non-Negotiable Certificate of Title
Form 30-N, Rev. 10-89

TEXAS CERTIFICATE OF TITLE			
026789 OLDS 1988 4DR 000XXX		ACTUAL MILEAGE 1G34W69Y7CH179620 00000000	
DATE OF VEHICLE 02/25/90		DATE OF SALE 02/15/88	
QUALITY OLDSMOBILE INC NEW CITY, TX		ABC FINANCE 321 MAIN NEW CITY, TEX 78700	
JOHN DOE 123 PLAIN DRIVE NEW CITY, TEX 78700		ABC FINANCE 321 MAIN NEW CITY, TEX 78700	
ORIGINAL TITLE MAILED TO 1ST LENDER WHEN LEN IS FWD CONTRACT LENDER'S IN ORIGINAL TITLE		DATE OF SALE 02/15/88	
IF A 3RD LEN WAS RECORDED ON OWNER'S APPLICATION, IT WILL BE NOTED IN THE DEPARTMENT'S RECORDS		DATE OF SALE 02/15/88	
IT IS HEREBY CERTIFIED THAT ACCORDING TO THE RECORDS OF THE STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION THE PERSON HEREIN NAMED IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE		DATE OF SALE 02/15/88	
DIAN K. NEILL DIAN K. NEILL, DIRECTOR, DIVISION OF MOTOR VEHICLES		DATE OF SALE 02/15/88	

32898286

FORM 30-N REV. 10-89

NON-NEGOTIABLE

Fig. 31 Continued
Application for Certified Copy of a Texas Salvage or Nonrepairable Certificate of Title
Form VTR-34-S, Rev. 6-96

INSTRUCTIONS / ADDITIONAL INFORMATION

- Original signature(s) are required on the front of the application.
- IF APPLYING BY MAIL:**
 - Submit only legible photocopies of original legal documents, such as a power of attorney or court documents. Documents submitted will not be returned.
 - Remit the appropriate fee in the form of a check, cashier's check, or money order made payable to the Texas Department of Transportation. **DO NOT SEND CASH.**
 - Additional fees remitted will not expedite your request.
 - If mailing by overnight or express mail, mail to the VTR Headquarters Office in Austin, through a mail service which requires a physical address, mail to Texas Department of Transportation, Vehicle Titles and Registration Division, 4000 Jackson Ave., Austin, TX 78731.

THIS APPLICATION IS BEING RETURNED FOR THE REASONS CHECKED BELOW:
(NOTE: This section is to be completed by department personnel only.)

- ☐ PROPER FEE OF \$24.00 ☐ DESCRIPTION OF VEHICLE IN ERROR OR INCOMPLETE.
- ☐ LIENHOLDER MUST SIGN FRONT OF APPLICATION. OUR RECORDS SHOW THE LIENHOLDER TO BE: _____

- NOTE: A lien recorded on the original Salvage Certificate of Title returns on the department's records even if the lien is paid, and new title is issued.
- ☐ OWNER(S) MUST SIGN FRONT OF APPLICATION. OUR RECORDS SHOW THE OWNER(S) TO BE: _____

- ☐ PRINTED NAME OF OWNER(S)/LIENHOLDER ON FRONT OF APPLICATION
- ☐ SIGNATURE OF OWNER(S)/AGENT ON FRONT OF APPLICATION
- ☐ THE ORIGINAL/CERTIFIED COPY SALVAGE OR NONREPAIRABLE CERTIFICATE OF TITLE WAS ISSUED ON _____
(PLEASE ALLOW TWO WEEKS FOR DELIVERY)
- ☐ WE CAN FIND NO RECORD OF TITLE IN OUR FILES BY THE VEHICLE DESCRIPTION SHOWN. PLEASE MAKE SURE THIS INFORMATION IS CORRECT.
- ☐ OUR RECORDS SHOW THIS VEHICLE HAS BEEN JUNKED. PLEASE CONTACT THE VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE NEAREST YOU.
- ☐ TEXAS TITLE SURRENDERED TO _____. ONLY THAT STATE CAN ISSUE A NEGOTIABLE TITLE.
- ☐ A TEXAS SALVAGE CERTIFICATE WAS ISSUED ON THIS VEHICLE. PLEASE COMPLETE A REQUEST FOR SALVAGE CERTIFICATE, FORM VTR-130, AND SUBMIT IT TO THE VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE NEAREST YOU.
- ☐ OTHER _____

Fig. 32
Application for Title Rejected for the Following Reason(s)
Form VTR-36-1, Rev. 1-00



Form VTR-36-1
(Rev. 1/2000)
(Electronic version GSD-EPC Word 87)
Page 1 of 1

**APPLICATION FOR TITLE REJECTED
FOR THE FOLLOWING REASON(S)**


A. Application or Registration Not in Order as Per Items Checked, or Must Be Attached.

1. ☐ Make ☐ Show as "Shopmade" or "Homemade" ☐ Show as Assembled
2. ☐ Year Model
3. ☐ Motor No. ☐ Vehicle Identification No. ☐ Serial No. Suffix Omitted — In Error — Incomplete ☐ VIN Required 1956 and Later
☐ Not Legible Make New Application ☐ Prefix Omitted — In Error — Incomplete ☐ Serial No. (Frame No.) Required 1971 & Later Motorcycles
- ☐ Mfr. No. Required 1955 and Prior ☐ Show Assigned No.
4. ☐ Body Style ☐ CP ☐ 2D ☐ 4D ☐ SD ☐ CV ☐ LL ☐ SW
☐ Type of Truck Bed ☐ MC ☐ MH ☐ VC ☐ CT ☐ Type of Trailer Bed
5. ☐ Current Texas License No. ☐ Show in Correct Space ☐ Mo./Yr. of Expiration _____
6. ☐ Weight ☐ Registered Weight Passenger _____ ☐ Empty Weight Commercial _____
☐ Mfg. Rated Carrying Capacity in Tons ☐ No. of Passengers for Bus Capacity
7. ☐ Odometer Reading — No Alterations
8. ☐ Signature of Owner(s) ☐ Signature of Agent ☐ Date Signed ☐ Omit "And/or" ☐ Joint Owners Sign Separate Original Signature(s) Required
☐ Agree with Name of Owner-Purchaser ☐ Out of Space ☐ Show "His Mark" Above His (X) ☐ Use Ink ☐ Out of Space
9. ☐ Name of Owner ☐ Agree with Name of Owner-Purchaser ☐ Omit "And/or" ☐ Out of Space
10. ☐ Owner's Social Security Number
11. ☐ Address of Owner ☐ Show Resident Address ☐ City ☐ State ☐ Zip
☐ Show One Address Only
12. ☐ Previous Owner ☐ Name ☐ City ☐ State ☐ Show as "Unknown" ☐ Show as "Rebuilt" or Assembled
13. ☐ Name of Lienholder ☐ 1st Lien ☐ 2nd Lien ☐ Additional Lien(s) ☐ Omit "And/or"
☐ Lienholder on Form VTR-500-RTS Title Application Must Agree ☐ Must Attach Completed Form VTR-237
14. ☐ Address of Lienholder ☐ 1st Lien ☐ 2nd Lien ☐ Additional Lien(s) ☐ Zip
☐ Street or Box No. ☐ City ☐ State
15. ☐ Date of Lien ☐ 1st Lien ☐ 2nd Lien ☐ Additional Lien(s)
16. ☐ Print _____ Type _____ Use Ink _____
17. ☐ Transaction No., Date, Name of Tax Collector and County _____
18. ☐ Form 130-U (Original) ☐ New ☐ Information Out of Space
19. ☐ Attach Current Cab Card: _____
☐ If Leased, to Whom: _____
20. ☐ Remarks: _____

21. ☐ If application is for Corrected Title, mark appropriate block and check reason(s) on Form 130-U.
☐ Refer to ☐ Registration or ☐ Certificate of Title Manual per _____ page _____
☐ Refer to page(s) _____ for additional corrections.

Thank you.

Fig. 33
Application for Title Rejected for the Following Reason(s)
Form VTR-36-2, Rev. 4-00



Form VTR-36-2
(Rev. 4-2000)
(GSD-EPC Word 97)
Page 1 of 1

APPLICATION FOR TITLE REJECTED FOR THE FOLLOWING REASON(S)

B. Evidence of Ownership Not in Order as Per Items Checked, or Must Be Attached.

1. ☐ "Certified Copy Original" Title/Document No. _____ Date Issued _____
 In Name of _____ Address _____
 Lien Date _____ Lienholder _____
2. ☐ Release of Lien ☐ Firm Name ☐ Agent's Signature ☐ Initials Not Acceptable ☐ Date ☐ Description of Vehicle
☐ 1st Lienholder ☐ Title/Document No. ☐ Company Paid Stamp ☐ Perforated Release Not Acceptable ☐ Release of Lien Joint Lienholder
☐ 2nd Lienholder ☐ Separate Agent Sign for Joint Lienholder ☐ Use Ink ☐ Authority from Lienholder to Carry Lien Forward ☐ Carry Lien Forward
☐ 3rd Lienholder
3. ☐ Out of State Title
☐ Verification from Proper State Authorities Title Not Issued ☐ Verification from Proper State Authorities as to the Correct _____
4. ☐ Out of State Registration Receipt
 Proper State Authorities or Photostat of Registration Receipt _____ or Verification from _____
☐ Verification from Proper State Authorities as to the Correct _____ ☐ Attach Current Reg. Receipt or Refer Title Manual Par. _____ Page _____
5. ☐ Assignment of Title ☐ Purchaser's Name/Address ☐ Odometer Reading ☐ Date of Sale ☐ Seller's Firm Name ☐ Signature of Seller/Agent
☐ Printed Name of Seller/Agent ☐ Signature of Buyer/Agent ☐ Printed Name of Buyer/Agent ☐ Use Ink
6. ☐ 1st Reassignment ☐ Purchaser's Name/Address ☐ Odometer Reading ☐ Date of Sale ☐ Dealer's Firm Name ☐ Current Dealer # ☐ Signature of Seller/Agent
☐ Printed Name of Seller/Agent ☐ Signature of Buyer/Agent ☐ Printed Name of Buyer/Agent ☐ Use Ink
☐ 2nd Reassignment ☐ Purchaser's Name/Address ☐ Odometer Reading ☐ Date of Sale ☐ Dealer's Firm Name ☐ Current Dealer # ☐ Signature of Seller/Agent
☐ Printed Name of Seller/Agent ☐ Signature of Buyer/Agent ☐ Printed Name of Buyer/Agent ☐ Use Ink
7. ☐ If "Dealer," Please Show Current Dealer Number; otherwise, file Form 130-U, collect \$10.00 penalty, and secure title in the name of _____
8. ☐ Form 41 ☐ Executed by _____ and Assigned to _____ ☐ Description of Vehicle
☐ Form 41-A ☐ All Reassignments on Texas Title Not Complete ☐ All Assignment on MCO Not Complete
9. ☐ Manufacturer's Certificate ☐ Attach Corrected Mfg. Certificate
☐ Date Transferred on Face ☐ Distributor-Dealer's Name & Address ☐ Mfg. Name-Address Agent's Signature
☐ 1st Assignment ☐ Purchaser's Name/Address ☐ Dealer's Firm Name ☐ Current Dealer # ☐ Signature of Agent ☐ Odometer Reading
☐ Date of Sale ☐ 2nd Assignment ☐ Purchaser's Name/Address ☐ Dealer's Firm Name ☐ Current Dealer # ☐ Signature of Agent ☐ Odometer Reading
☐ Date of Sale
10. ☐ Bill of Sale for Vehicle
☐ Description of Vehicle ☐ Name of Purchaser ☐ Seller's Firm Name ☐ Signature of Seller ☐ Date of Sale
11. ☐ Attach DOT Form HS-7 ☐ Attach DOT Bond Release Letter ☐ Original Signature and/or stamps from Customs ☐ Other _____
12. ☐ Remarks: _____

☐ Refer to _____
☐ Refer to page(s) _____ for additional corrections

☐ Registration or _____
☐ Vehicle Title _____ Manual par _____ page _____

Fig. 34
Application for Title Rejected for the Following Reason(s)
Form VTR-36-3, Rev. 4-00



Form VTR-36-3
 (Rev. 4-2000)
 (GSD-EPC word 97)
 Page 1 of 1

**APPLICATION FOR TITLE REJECTED
 FOR THE FOLLOWING REASON(S)**

C. Items Checked Below Not in Proper Order, or Must Be Attached.

1. ☐ Statement of Fact ☐ Signature of Seller/Agent ☐ Date ☐ Signature of Buyer/Agent
☐ Attach Statement from _____
 Stating Reason for Rejection and to Whom and Date Vehicle Was Sold.
☐ Stating _____ Are One and the Same
2. ☐ Power of Attorney ☐ Description of Vehicle ☐ Person Appointed ☐ Signature of Grantor ☐ Date ☐ Signature
☐ Attach Non-conforming POA Appointing a Disinterested 3rd Party — cannot be the Selling Dealer
☐ Form VTR-271-A ☐ Complete Parts B & C ☐ _____
3. ☐ Physical Inspection ☐ Mfr/VIN/ Serial No. ☐ Year ☐ Make ☐ Body Style ☐ Signature of Owner/Agent
4. ☐ Repossession Method of Repossession ☐ Firm Name of Lienholder ☐ Title Document No. ☐ Signature of Lienholder or Authorized Agent
☐ Notarization ☐ Date ☐ Signature ☐ Seal
5. ☐ Affidavit of Ownership ☐ Motor Vehicle (10-1-39) ☐ Travel Tr. (7-1-47) ☐ Trailer or Semi-tr (8-11-59) ☐ Homemade or Shopmade
☐ Motor Vehicle (Form VTR-258) ☐ All Hears Affidavit ☐ Letters Test. or Administration
6. ☐ Heirship Procedures ☐ Certified Copy of Probate Proceedings ☐ Certified Copy of Will
☐ If Heirship Affidavit Used, State: _____
☐ Name of Deceased Owner ☐ Description of Vehicle ☐ Signature of Heir(s) ☐ State to Whom Title Shall Issue ☐ Notarization Incomplete
7. ☐ Letters of Guardianship _____
8. ☐ Certified Copy of Chattel Mortgage ☐ Conditional Sales Contract or ☐ Security Agreement
9. ☐ Form 52-A, Application to Register Farm Truck — Farm Tractor, in the Name of _____
 or If Not Eligible, Exchange Plates.
☐ Description of Vehicle ☐ Signature of Owner ☐ Notarization ☐ Date ☐ Signature ☐ Seal
10. ☐ Identification Certificate VI-30-A ☐ Attached Unaltered Certificate ☐ Inspection Certificate No. ☐ Inspection Information Incomplete
☐ Signature of Inspector ☐ Reinspect ☐ Make ☐ Year Model ☐ Body Style
☐ Self Certification ☐ Motor No. ☐ Vehicle Identification No. ☐ Serial No.
11. ☐ \$10.00 Penalty Due.
12. ☐ Weight Certificate — Empty Bar Including Weight of Bed and Attachments, or Refer to Weight Chart
13. ☐ Correct Registration for _____ Months, if Registered Less Than Actual Empty Weight
14. ☐ Correct Registration for _____ Months — Registered Less Than Mfg. Rated Carrying Cap.
15. ☐ Wrong No. Mos. — Correct Reg. For _____ Add. Mos. On _____ Lbs. — Add Fee \$ _____
16. ☐ Correct Passenger Registration Weight to _____ Pounds for _____ Months
17. ☐ Minimum Registration Fee. Add. Fee \$ _____
18. ☐ Exchange License for _____
19. ☐ Diesel Fee — Collect. 12% Fee on _____ Lbs. for _____ Mos. — Add. Fee \$ _____
20. ☐ _____ Is Not a "Fixed Weight." Show Empty Wt. Per. Wt. Certificate and Carrying Capacity Not Less Than _____ Lbs
21. ☐ Attach Original Registration Receipt Duplicate Receipt, or Registration Verification.
22. ☐ Odometer Statement ☐ Attach Form 40
☐ Altered Reading, Attach New Form 40 ☐ Other _____
☐ Refer to _____ Registration or ☐ Vehicle Title Manual per _____ page _____
☐ Refer to page(s) _____ for additional corrections.
23. ☐ Remarks: _____

Fig. 35
Application for Title Rejected for the Following Reason(s)
Form VTR-36-4, Rev. 4-00



Form VTR-36-4 (Rev. 4-00-01)
ICSD-EPG Word 97
Page 1 of 1

**APPLICATION FOR TITLE REJECTED
FOR THE FOLLOWING REASON(S)**

D. Items Checked Below Not in Proper Order, or Must Be Attached:

1. ☐ Mechanic's Lien (Form VTR-265-M) ☐ Execute Form and Attach Items Requested Therein ☐ Notarization Required
☐ Complete Par. Sub-Par. ☐ Attach PS 3800 or 3877 Notice to ☐ Attach PS 3811 Notice to
2. ☐ Storage Lien (Form VTR-265-S) ☐ Execute Form and Attach Items Requested Therein ☐ Notarization Required
☐ Complete Par. Sub-Par. ☐ Attach PS 3800 or 3877 Notice to ☐ Attach PS 3811 Notice to
3. ☐ Landlord's Lien (Form VTR-265-L) ☐ Execute Form and Attach Items Requested Therein ☐ Notarization Required
☐ Complete Par. Sub-Par. ☐ Attach PS 3800 or 3877 Notice to ☐ Attach PS 3811 Notice to
4. ☐ Vehicle Storage Facility Lien (Form VTR-265-VSF) ☐ Execute Form and Attach Items Requested Therein ☐ Notarization Required
☐ Complete Par. Sub-Par. ☐ Attach PS 3800 or 3877 Notice to ☐ Attach PS 3811 Notice to
5. ☐ Self-service Storage Lien (Form VTR-265-SSS) ☐ Execute Form and Attach Items Requested Therein ☐ Notarization Required
☐ Complete Par. Sub-Par. ☐ Attach PS 3800 or 3877 Notice to ☐ Attach PS 3811 Notice to
6. ☐ Form VTR 131 (Title Only)
7. ☐ City Ordinance ☐ Sheriff, U.S. Marshall Bill of Sale
8. ☐ Copy of Court Order
9. ☐ Request For Non-negotiable Title (Form VTR-272) ☐ Attach ☐ Complete
☐ Request For Non-negotiable Title For a Vehicle Located Out-Of-State (Form VTR-272-A) ☐ Attach ☐ Complete
☐ Application for Certification of Vehicle Identification Number for Vehicle Located Out of State (Form VTR-272-B) ☐ Attach ☐ Complete
10. ☐ Request For Non-negotiable Title For an Imported Vehicle (Form VTR-274) ☐ Attach ☐ Complete ☐ Show Country Where Last Titled or Registered
11. ☐ Other Evidence of Ownership ☐ Auction Sales Information ☐ Show Out-Of-State (Title) Vehicle Information or Newspaper Publication
12. ☐ Bill of Sale (Form 63) or Invoice ☐ Motor ☐ Body ☐ Frame ☐ Name of ☐ Description of ☐ Name of ☐ Signature
Purchaser Component Part Seller of Seller
13. ☐ Notice of Assigned No. (Form 68-N) ☐ Attach Copy of Form 68-A ☐ Attach ☐ Complete
14. ☐ Pencil Tracing or Statement ☐ Motor No. ☐ Serial ☐ Vehicle Identification ☐ Include Prefix ☐ Attach
of Physical Inspection of Frame No. Number and Suffix Clear P.T.
15. ☐ Salvage/Nonrepairable Vehicle Inspection ☐ Pencil Tracing ☐ Notarization Required on Form 61
☐ Inspection Cert. No./Date of Expiration Required on Form 61 ☐ Statement Physical Inspection (Form VTR-270) (Completed by Applicant)
☐ Attach Copy of Salvage Vehicle Inspection and Application (Form MVT-6) ☐ Attach Certificate of Inspection (Form MVT-6)
16. ☐ If the required documentation cannot be obtained, applicant may apply for a tax collector's hearing or a bonded title.
17. ☐ The following are exempt from Title Law. Return evidence of ownership to owner. ☐ Machinery ☐ Farm Trailers
☐ Trailers - Empty Weight Up to 4000 Lbs. ☐ Semitrailer - Gross Weight Up to 4000 Lbs.
18. ☐ Attach Profile and Inside View Photographs of Vehicle
19. ☐ Explain in Detail the Alteration of Body
20. ☐ Attach Standard of Safety Affidavit (Form VTR-470)
21. ☐ Government Release or Bill of Sale (Form 97)
22. ☐ Rebuilt Affidavit (Form 61) - Use Rebuilt Procedure
23. ☐ The Number Shown is a ☐ Parts Number ☐ Production Number
☐ Travel Trailer Serial Number and a Completed Travel Trailer Verification (Form VTR-141) Must be Attached.
☐ Old Motor Number Red-stamped
If an acceptable number cannot be located on BLOCK, execute attached Form 68-A for an assigned number and return all papers with a fee of \$2.00 to the nearest Vehicle Titles and Registration Division Regional Office.
24. ☐ A homemade or shopmade trailer or travel trailer must have an assigned serial number. The number shown is not acceptable. Execute attached Form 68-A for an assigned number and Form VTR-305-A for an affidavit of ownership and return all papers with a photograph and a fee of \$2.00 to the nearest Vehicle Titles and Registration Division Regional Office in your area.
25. ☐ Title Verification from Proper Authority Required
26. ☐ Rejected Back per County Request
27. ☐ Later Title Issued. See Attached Film or Printout.
28. ☐ Remarks:

Refer to ☐ Registration or ☐ Vehicle Title Manual par. _____ Page _____
Refer to page(s) _____ for additional corrections.

Thank you.

Fig. 36
Application for Title Rejected for the Following Reason(s)
Form VTR-36-5, Rev. 4-00



VTR-36-5 (Rev. 4/2000)
(GSD-EPC Word 97)
Page 1 of 1

APPLICATION FOR TITLE REJECTED FOR THE FOLLOWING REASON(S)

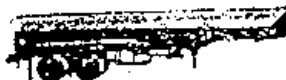
E. Items checked below not in proper order, or must be attached.

TRAILER DEFINITION



"TRAILER" means every vehicle designed or used to carry its load wholly on its own structure and to be drawn by a motor vehicle. It is towed and controlled by a tongue affixed to the front axle, which is attached to the frame of the trailer by a swivel. To title this unit, it must be registered with an EMPTY weight in excess of 4000 pounds.


**SEMI-TRAILER
DEFINITION**



"SEMI-TRAILER" means vehicles of the trailer type so designed or used in conjunction with a motor vehicle that some part of its own weight and that of its load rests upon or is carried by another vehicle. To title this unit, it must be registered with a GROSS (loaded) weight in excess of 4000 pounds. (NOTE: All semi-trailers registered with "TOKEN TRAILER" license plates must be titled.)

1. ☐ According to the definitions above, please show "trailer" or "semi-trailer" on the application for title.
2. ☐ Please show EMPTY WEIGHT ONLY in proper space if trailer.
3. ☐ Please show GROSS WEIGHT ONLY in proper space if semi-trailer.
4. ☐ This unit does not meet the weight specifications under the Title Law; therefore, a certificate of title cannot be issued. Refer to the definitions above.
5. ☐ A Texas assigned number must be secured from this department on all Shopmade and Homemade Trailers and Semi-trailers before title can be issued. The applicant should execute Form VTR-68-A, Application for Assigned or Reassigned Number; Form VTR-305-A, Prescribed Form for Statement of Fact for Ownership of Homemade/Shopmade Trailer, Semi-trailer, or Travel Trailer; and return them with the attached papers to this department with the prescribed fee of \$2.00.
6. ☐ Remarks _____
7. ☐ Refer to ☐ Registration or ☐ Vehicle Title Manual par. _____ Page _____
☐ Refer to page(s) _____ for additional corrections.

Fig. 37
Application for Title Rejected for the Following Form 31-RTS Error(s)
Form VTR-36-6, Rev. 4-00



Form VTR-36-6 (Rev. 4-00)
 (GSO-EPC Word 97)
 Page 1 of 1

**APPLICATION FOR TITLE REJECTED
 FOR THE FOLLOWING FORM 31-RTS ERROR(S)**

Items Checked Below Not in Proper Order.

Assembly Incorrect

☐ Form VTR-300-RTS ☐ Form 31-RTS ☐ Evidence of Ownership ☐ Supporting Evidence

Item Field Errors

1	<input type="checkbox"/> Date of Receipt				
2	<input type="checkbox"/> Validation Sticker No.				
3	<input type="checkbox"/> Sticker # <input type="checkbox"/> Annual <input type="checkbox"/> Plate Only <input type="checkbox"/> App <input type="checkbox"/> Exempt <input type="checkbox"/> 5 Yr. Token <input type="checkbox"/> Verified <input type="checkbox"/> Leave Blank				
4	<input type="checkbox"/> Month/Year				
	<input type="checkbox"/> Registration				
	<input type="checkbox"/> Transfer of Current Registration	<input type="checkbox"/> Registration Fee Paid • No Plates Issued	<input type="checkbox"/> Registration Fee Paid • New Plates Issued	<input type="checkbox"/> Leave Blank	
5	<input type="checkbox"/> Old Validation Sticker No.				
6	<input type="checkbox"/> Old Texas License Plate No.				
7	<input type="checkbox"/> Owner(s) Information and/or Notation(s)				
	<input type="checkbox"/> Name(s) <input type="checkbox"/> Address <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Zip Code <input type="checkbox"/> Over 30 Characters				
	<input type="checkbox"/> Omit Punctuation <input type="checkbox"/> \$2.00 FP				
8	<input type="checkbox"/> 1st Lienholder Information				
	<input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Zip Code <input type="checkbox"/> Over 30 Characters				
	<input type="checkbox"/> Omit Punctuation <input type="checkbox"/> Date <input type="checkbox"/> None				
9	<input type="checkbox"/> 2nd Lienholder Information				
	<input type="checkbox"/> Name, City, & State Only <input type="checkbox"/> Over 29 Characters <input type="checkbox"/> Date <input type="checkbox"/> None				
10	<input type="checkbox"/> 2nd Lienholder Information				
	<input type="checkbox"/> Name, City, & State Only <input type="checkbox"/> Over 29 Characters <input type="checkbox"/> Date <input type="checkbox"/> None				
11	<input type="checkbox"/> Seller Information and/or "RPO" Notation				
	<input type="checkbox"/> Name, City, & State Only <input type="checkbox"/> Over 39 Characters <input type="checkbox"/> Registration Purposes Only				
12	<input type="checkbox"/> Texas License No. <input type="checkbox"/> NOTREG <input type="checkbox"/> APP <input type="checkbox"/> Leave Blank (Issue Apportion, Exempt, or 5 Yr. Token)				
13	<input type="checkbox"/> Reg. Class				
14	<input type="checkbox"/> Tonnage				
15	<input type="checkbox"/> Empty Weight				
16	<input type="checkbox"/> Mfg. Rated Carrying Capacity in Tons <input type="checkbox"/> No. of Passengers for Bus Capacity				
17	<input type="checkbox"/> Gross Weight				
18	<input type="checkbox"/> Diesel Fee <input type="checkbox"/> Yes				
19	<input type="checkbox"/> Year				
20	<input type="checkbox"/> Make				
21	<input type="checkbox"/> Model				
22	<input type="checkbox"/> Body Style				
23	<input type="checkbox"/> Vehicle Identification Number <input type="checkbox"/> None				
24	<input type="checkbox"/> Odometer Reading				
25	<input type="checkbox"/> Odometer Branch <input type="checkbox"/> Exempt				
26	<input type="checkbox"/> Evidence Surrendered				
	<input type="checkbox"/> MCO <input type="checkbox"/> O/S Title <input type="checkbox"/> No title <input type="checkbox"/> Other _____				
27	<input type="checkbox"/> Exempt <input type="checkbox"/> \$5.00 Even Trade <input type="checkbox"/> \$10.00 G ft <input type="checkbox"/> \$50.00 New Resident				
28	<input type="checkbox"/> Sales Price				
29	<input type="checkbox"/> Trade-in				
30	<input type="checkbox"/> Rebate				
31	<input type="checkbox"/> Taxable Value				
32	<input type="checkbox"/> Tax				
33	<input type="checkbox"/> Penalty				
34	<input type="checkbox"/> Total Reg./Trans. Fee <input type="checkbox"/> Reg. Fee				
35	<input type="checkbox"/> Tax & Penalty Paid				
36	<input type="checkbox"/> Title Appt. Fee <input type="checkbox"/> None				
37	<input type="checkbox"/> Resident County <input type="checkbox"/> H/VU/TAX PD <input type="checkbox"/> MCO <input type="checkbox"/> 60-D Tran <input type="checkbox"/> Non-use				
38	<input type="checkbox"/> Local Fees <input type="checkbox"/> Leave Blank				
39	<input type="checkbox"/> Deputy				
40	<input type="checkbox"/> Total Fees				
41	<input type="checkbox"/> Tax Assessor/Collector				
42	<input type="checkbox"/> Processing/County #				
43	<input type="checkbox"/> Notations <input type="checkbox"/> Corrected/DC <input type="checkbox"/> No Tax Pd. Ref (Incorrect Form 31-RTS #) DC/MCO <input type="checkbox"/> Corrected MCO				
	<input type="checkbox"/> Corrected DC/MCO <input type="checkbox"/> No Tax Pd. Ref (Incorrect Form 31-RTS #) <input type="checkbox"/> Fee Collected Due to Hot Check				
	<input type="checkbox"/> Type or print any title remarks at the bottom of the form				

HELPFUL REMINDER(S)

Refer to the following pages for additional corrections: _____

Thank you.

Fig. 38
Application for Title Rejected for the Following Reason(s)
Form VTR-36-7, Rev. 4-00



Form VTR-36-7 (Rev. 4/2000)
(GSD:EPG Word 97)
Page 1 of 1

APPLICATION FOR TITLE REJECTED FOR THE FOLLOWING REASON(S)

G. The VTR VIN EDIT PROGRAM necessitates completion of the items checked below.

1. ☐ The year model on the attached Form VTR-500-RTS/31-RTS is incorrect. Refer to the attached ownership document for the correct year model.
2. ☐ The VIN on the attached Form VTR-500-RTS/31-RTS is incorrect. Refer to the attached ownership document for the correct VIN.
3. ☐ The seventeen-character VIN on the evidence of ownership is in error. Request pencil tracing or physical inspection.
4. ☐ The VIN indicates the year model on the evidence of ownership is in error. Request pencil tracing or physical inspection to verify.

NOTE: THE VIN MUST BE VERIFIED IN WRITING BY VTR REGIONAL OFFICE OR LAW ENFORCEMENT ONLY IF THE PENCIL TRACING OR PHYSICAL INSPECTION INDICATES VIN ON VEHICLE IS THE SAME AS ON THE EVIDENCE OF OWNERSHIP.

REMARKS:

(Use back for additional remarks)

**INSTRUCTIONS FOR ISSUING A "NO CHARGE" FORM VTR-500-RTS/31-RTS TO CORRECT
DISCREPANCIES IN THE VIN OR YEAR MODEL**

Show the same information as the incorrect receipt with the following exception:

- (a.) Year — If item number 1 of the rejection sheet is checked, refer to the attached ownership document for the correct year model.
If item number 4 of the rejection sheet is checked, show the year model reflected on the physical inspection (if year in error) or show the year model as per the incorrect receipt.
- (b.) Vehicle Identification Number — If item number 2 of the rejection sheet is checked, refer to the attached ownership document for the correct VIN.
If item number 3 of the rejection sheet is checked and the VIN is different from that shown on the incorrect receipt, show the VIN reflected on the pencil tracing or physical inspection.
If the year model is in error on the incorrect portion of the receipt and there is no change to the VIN, then show the VIN as reflected on the incorrect receipt.
- (c.) Title Application Fee — Show "NONE."
- (d.) Tax Information — Show "NO TAX PD DC/NO."

Review Block 2 (Vehicle Identification Number) and Block 3 (Year Model) on the Application for Texas Certificate of Title for possible corrections in relation to the issuance of the "NO CHARGE" receipt.

The transaction should be assembled for examination. The incorrect receipt, and when applicable, the pencil tracing, the physical inspection, or additional documentation in accordance with the procedure outlined in the Vehicle Title Manual must be resubmitted with the transaction.

Discrepancies in the VIN or year model on the surrendered evidence must be corrected in accordance with procedures outlined in the Vehicle Title Manual before a "NO CHARGE" receipt can be issued.

Thank You

Fig. 43
Dealer's Reassignment of Title for a Motor Vehicle
Form 41-A, Rev. 8-95

STATE OF TEXAS Texas Department of Transportation DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE				
VEHICLE IDENTIFICATION NUMBER	YEAR/MODEL	MAKE OF VEHICLE	BODY STYLE	TITLE/DOCUMENT NUMBER
MODEL	NAME OF STATE OR COUNTRY IN WHICH LAST REGISTERED		YEAR OF LICENSE	LICENSE NUMBER
<p>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</p> <p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p>				
REASSIGNMENT BY DEALER ONLY	<p>Source of Reassignment: _____</p> <p>Name of Purchaser: _____ Street: _____ City: _____ State: _____ Zip: _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p>ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p> <p>Date of Sale: _____ Dealer's Name: _____ Dealer No: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Agent's Signature: _____ Printed Name (Same as Signature): _____</p> <p>I am aware of the above odometer certification made by the salesperson.</p>			
	<p>Source of Reassignment: _____</p> <p>Name of Purchaser: _____ Street: _____ City: _____ State: _____ Zip: _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p>ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p> <p>Date of Sale: _____ Dealer's Name: _____ Dealer No: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Agent's Signature: _____ Printed Name (Same as Signature): _____</p> <p>I am aware of the above odometer certification made by the salesperson.</p>			
	<p>Source of Reassignment: _____</p> <p>Name of Purchaser: _____ Street: _____ City: _____ State: _____ Zip: _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p>ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p> <p>Date of Sale: _____ Dealer's Name: _____ Dealer No: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Agent's Signature: _____ Printed Name (Same as Signature): _____</p> <p>I am aware of the above odometer certification made by the salesperson.</p>			
	<p>Source of Reassignment: _____</p> <p>Name of Purchaser: _____ Street: _____ City: _____ State: _____ Zip: _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p>ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p> <p>Date of Sale: _____ Dealer's Name: _____ Dealer No: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Agent's Signature: _____ Printed Name (Same as Signature): _____</p> <p>I am aware of the above odometer certification made by the salesperson.</p>			
LIEN	<p>Source of Reassignment: _____</p> <p>Name of Purchaser: _____ Street: _____ City: _____ State: _____ Zip: _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p> <p>ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.</p> <p>Date of Sale: _____ Dealer's Name: _____ Dealer No: _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Agent's Signature: _____ Printed Name (Same as Signature): _____</p> <p>I am aware of the above odometer certification made by the salesperson.</p>			
<p>LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: 1ST LIEN IN FAVOR OF (NAME & ADDRESS): _____</p>				
<p><small>NOTE: THIS FORM IS NOT VALID UNLESS ALL ASSIGNMENTS/REASSIGNMENTS ON AN ATTACHED ORIGINAL OR CERTIFIED COPY TEXAS CERTIFICATE OF TITLE OR MANUFACTURER'S CERTIFICATE OF ORIGIN HAVE BEEN COMPLETED, UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.</small></p> <p align="center"><small>THIS DOCUMENT IS VOID IF ALTERED IN ANY WAY, UNLESS A STATEMENT OF FACT IS ATTACHED.</small></p>				

2785729

DHT PLATED (ADO) FORM 41-A

Fig. 44
Affidavit and Application to Register and Title a Vehicle Which Has Been Rebuilt,
Assembled, Reconstructed, Stripped or Has Had a Change in Component Parts
Form VTR-61, Rev. 3-00

AFFIDAVIT AND APPLICATION TO REGISTER AND TITLE A VEHICLE WHICH HAS BEEN REBUILT, ASSEMBLED, RECONSTRUCTED, STRIPPED OR HAS HAD A CHANGE IN COMPONENT PARTS <small>(TYPE OR PRINT INFORMATION)</small>				
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	DOCUMENT TYPE * IF SALVAGE CERTIFICATE ATTACHED
Expiration by applicant as to what was done in relation to the rebuilding, rebuilding, altering, etc., of the vehicle for which title is sought.				
An authorized inspection station must inspect vehicle <u>and</u> vehicle has been rebuilt.				
(REBUILT VEHICLE INSPECT OF: STICKER NUMBER)				EXPIRATION DATE
IF THE VEHICLE HAS BEEN REBUILT OR ASSEMBLED FROM COMPONENT PARTS, COMPLETE THE FOLLOWING INFORMATION:				
COMPONENT PART	ORIGIN OF COMPONENT PARTS PURCHASED FROM:			(IF AVAILABLE) COMPONENT PART NUMBER
<small>Which evidence of ownership (check all that apply)</small>	NAME	ADDRESS	CITY, STATE, ZIP	
ENGINE				
FRAME				
BODY				
*SPECIFY LOCATION OF COMPONENT PARTS REPLACED: RIGHT (R) / LEFT (L) FRONT (F) REAR (R) / RIGHT FRONT (RT F) / LEFT FRONT (LT F) / RIGHT REAR (RT R) / LEFT REAR (LT R)				
COMPONENT PART	ORIGIN OF COMPONENT PARTS PURCHASED FROM:			(IF AVAILABLE) COMPONENT PART NUMBER
<small>Specify any parts of 2-4 for component parts to establish TRANSFERRED ON:</small>	NAME	ADDRESS	CITY, STATE, ZIP	
RIGHT FENDER (R F)				
HOOD				
DOOR (L/R)				
TRUNK (H/T)				
DECK LID				
QUARTER PANEL (L/R)				
TAILGATE / HATCHBACK				
PICKUP CARGO BOX				
TRUCK CAB				
Before me, the undersigned authority, personally appeared the affiant whose name is subscribed hereto, and being duly sworn, depose and upon oath state that he is the legal and rightful owner of the vehicle described herein, and that he purchased or came into possession of all the component parts in a legal and lawful manner and in accordance with provisions of Transportation Code §301.052.				
OWNER'S NAME				Subscribed and sworn to before me this _____ day of _____, 20__.
MAILING ADDRESS				NOTARY SEAL
CITY, STATE, ZIP				
OWNER'S SIGNATURE				COUNTY TEXAS NOTARY PUBLIC SIGNATURE
WARNING: TRANSPORTATION CODE §301.055 PROVIDES THAT FURNISHING INFORMATION ON ANY REQUIRED DOCUMENT IS A THIRD-DEGREE FELONY.				

Fig. 53 Continued
Auction Sales Receipt for an Abandoned Motor Vehicle
Sold by a Police Department at Public Auction
Back of Form VTR-71-1, Rev. 4-98

INSTRUCTIONS TO PURCHASER

This form, when properly executed by the "Law Enforcement Agency" (Texas Department of Public Safety, City Police, Police Department of an institution of Higher Education, Sheriff's Department, or a Constable of any county within this state), is acceptable as valid evidence of ownership to the vehicle described on the reverse side hereof in lieu of this certificate of title.

1. Application for certificate of title in the name of the purchaser, supported by this document, must be filed with the county tax assessor-collector.
2. An Identification Certificate, Form VI-30-A, shall be required if vehicle was last registered and titled or registered out of state.
3. If a Texas or out-of-state motor vehicle record cannot be established, a weight certificate is required to support an application for the title covering a commercial vehicle for which this form conveys ownership.
4. If vehicle is purchased by a Texas licensed dealer, the Dealer's Reassignment of Title, Form 41-A, may be used to transfer the vehicle to a subsequent purchaser.
5. If transferred to a demolisher, this form shall be listed on the demolisher's inventory sheet and surrendered to the Texas Department of Transportation in lieu of the certificate of title under the provisions of Transportation Code § 683.056 and § 683.057.
6. The transfer of any of the following vehicles does not require the execution of an odometer disclosure statement: (1) a vehicle having a manufacturer's rated carrying capacity in excess of two tons; (2) a vehicle that is not self-propelled; (3) a vehicle that is 10 years old or older; (4) a vehicle sold directly by the manufacturer to any agency of the United States government in conformity with contractual specification; and, (5) a new motor vehicle before its transfer to the first retail purchaser.
7. An application for title supported by this form must also include: (1) the original or copy of the latest Texas or out-of-state title and registration verification; or (2) if no record of title and registration is found, the original or copy of the newspaper publication providing the year, model, make, and vehicle identification number of the vehicle being titled.

*** LAW ENFORCEMENT AGENCIES**

Law enforcement agencies wishing to retain ownership of the vehicle may do so by writing "No Sale — for Law Enforcement Agency use as per Transportation Code § 683.034" on the line on the front of the application marked with an asterisk.

WARNING: TRANSPORTATION CODE § 501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

TEXAS DEPARTMENT OF TRANSPORTATION
VEHICLE TITLES AND REGISTRATION DIVISION
AUSTIN TX 78779-0001

Fig. 54
Application for Authority to Dispose of a Motor Vehicle to a Demolisher
Form VTR-71-2, Rev. 5-00



APPLICATION FOR AUTHORITY TO DISPOSE OF A MOTOR VEHICLE TO A DEMOLISHER

This application may be used only if the motor vehicle is abandoned and in possession of the applicant or located on property owned by the applicant; or is owned by the applicant and the certificate of title is lost, destroyed, or faulty.

FEE \$2.00

Applicant's Social Security Number* (see below) or Employer Identification Number

Name of Applicant _____ Daytime Phone Number _____

Address _____ City _____ State _____ Zip Code _____

APPLICATION IS HEREBY MADE TO DISPOSE OF THE FOLLOWING DESCRIBED VEHICLE TO A DEMOLISHER FOR DEMOLITION, WRECKING, OR DISMANTLING ONLY.

YEAR _____ MAKE _____ BODY STYLE _____ VEHICLE IDENTIFICATION NUMBER _____

(Show motor number if 1955 or earlier model. Show serial number on all 1956 and later models and all 1932 and later year models Ford products.)

License plates attached to vehicle: _____ Year of expiration _____ License Number _____ State _____ TX

Physical location of vehicle: _____

ABANDONED MOTOR VEHICLE [As defined in Transportation Code §683.002 and Transportation Code §683.051 (1)(B)]

Does applicant have possession of vehicle? YES _____ NO _____

Is this vehicle located on the applicant's private property? YES _____ NO _____

Describe in detail the facts surrounding the abandonment.

CERTIFICATE OF TITLE IS LOST, DESTROYED, OR FAULTY [Transportation Code §683.051(1)(A)]

Does applicant own this motor vehicle? YES _____ NO _____

State why the certificate of title is lost, destroyed, or faulty. If the certificate of title is faulty, attach it to this application, if it is available.

I, the undersigned, certify that the facts contained herein are true and that no material fact has been withheld. I further state that I am hereby applying for authority to dispose of the above described motor vehicle to a demolisher for demolition, wrecking, or dismantling only and that I understand that the vehicle is not to be reconstructed, made operable, or retitled.

Signature of Applicant _____

Before me this day personally appeared the applicant whose signature appears above who by me being duly sworn upon oath says that the statements set forth above are true and correct.

Subscribed and sworn to before me this _____ day of _____, Year _____

Signature of Notary Public _____ County _____, Texas

Please remit payment of the \$2.00 fee in the form of a CASHIER'S CHECK, MONEY ORDER, or CHECK payable to the Texas Department of Transportation and forward this application to the TEXAS DEPARTMENT OF TRANSPORTATION, VEHICLE TITLES AND REGISTRATION DIVISION, AUSTIN, TX 78779-0001.

NOTE: Certificate of Authority (COA) Issuance: The notification process by the department varies depending on the means by which the vehicle was obtained. Dependent on the response to notifications, publications, etc., issuance of a COA can take up to 90 days.

WARNING: Texas Transportation Code §501.155 provides that falsifying information on any required statement or application is a third-degree felony.

* You are not required by law to disclose your social security number. However, primarily because of duplication of individuals' names, this information is requested for our records maintenance program to assist in identifying the true owner of a vehicle.



Fig. 57
 Notice to the Texas Department of Transportation of the Abatement of Junked Vehicles
 Form VTR 71-4, Rev. 12-96



VTR 71-4 (Rev. 12-96)
 DHT # 142275

**NOTICE TO THE TEXAS DEPARTMENT OF TRANSPORTATION
 OF THE ABATEMENT OF JUNKED VEHICLES**

THE TEXAS DEPARTMENT OF TRANSPORTATION IS HEREBY NOTIFIED OF THE ABATEMENT AND REMOVAL OF THE FOLLOWING DESCRIBED JUNKED VEHICLES AS PUBLIC NUISANCES UNDER PROCEDURES ADOPTED IN ACCORDANCE WITH THE PROVISIONS OF SECTION 683.074 OF THE TEXAS TRANSPORTATION CODE.

NOTE: IT IS EXTREMELY IMPORTANT THAT ACCURATE INFORMATION BE ENTERED BELOW TO INSURE CANCELLATION OF THE CORRECT TITLE RECORD.

VEHICLE INFORMATION				LICENSE PLATE INFORMATION		
MAKE	YEAR	BODY STYLE	* VEHICLE IDENTIFICATION NUMBER	NUMBER	YEAR	STATE

* VEHICLE IDENTIFICATION NUMBER - MOTOR NUMBER REQUIRED ON 1955 AND PRIOR MODELS. SERIAL NUMBER REQUIRED ON ALL 1956 AND LATER YEAR MODELS AND ALL 1932 AND LATER YEAR MODEL FORD PRODUCTS.

NAME OF CITY, TOWN OR COUNTY	ADDRESS
DATE	SIGNATURE
	TITLE



Fig. 58
Transfer of Junked Vehicle to a Demolisher
Form VTR 71-5, Rev. 6-00



VTR 71-5 (Rev. 6-2000)
D-4176 142275

TRANSFER OF JUNKED VEHICLE TO A DEMOLISHER

This form may be used only by a city, town, or county to transfer a junked vehicle abated and removed from public or private property as a public nuisance pursuant to the provisions of a procedure adopted by such city, town, or county in accordance with the provision of § 683.074 of the Texas Transportation Code. Notice of the abatement of this vehicle has been submitted to the Texas Department of Transportation on Form VTR 71-4.

Description of Vehicle _____
Make
Year Model
Body Style

License Affixed to Vehicle _____
Number
Year
State

Vehicle Identification Number _____
 (Motor number required on 1955 and prior model vehicles -- serial number required on all 1956 and later models and all Ford products 1932 and later year models.)

THIS IS TO CERTIFY THAT the above described vehicle is hereby transferred for processing as scrap or salvage to:

Name of Demolisher	Street Address	City	State
Name of City, Town or County			
Street Address		City	State
Date	Authorized Signature	Title	

WARNING: In accordance with the provisions of § 683.074 of the Texas Transportation Code, the vehicle described herein shall not be reconstructed or made operable -- it shall be processed as scrap or salvage only.

This form must be listed on the demolisher's inventory sheet and surrendered to the Texas Department of Transportation in lieu of the Certificate of Title under the provisions of V.A.T.S., Article 6687-2.



Fig. 64
Report to Division of Motor Vehicle Titles and Registration on a
Dishonored Check Given for Registration and/or Title Fees
Form D12-120, Rev. 10-92



Report to Division of Motor Vehicle Titles and Registration on a Dishonored Check Given for Registration and/or Title Fees

Re: Year Model _____
Make _____
VIN _____
Lic. No. _____
Date _____
County _____
Form 31 No. _____

On _____, a check which was later dishonored was received in exchange for the
(date)
item(s) as indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Registration | * <input type="checkbox"/> Replacement registration fee |
| * <input type="checkbox"/> Transfer of registration | <input type="checkbox"/> Additional fee |
| * <input type="checkbox"/> Delinquent transfer fee | ** <input type="checkbox"/> Title fee |

The check was received from _____
(name of maker - check writer)

Drivers License Number _____ issued by _____
(state of issuance)

on _____ the _____ was notified
(date) (name of police agency)
and given all pertinent information concerning the maker and vehicle registration.

The fees were reported on registration report number _____ and/or title report
number _____.

I attest to the fact that all provisions of V.A.T.S., Articles 6675a-15 and 7261 have been fulfilled.

Signature of Tax Collector or Deputy

- * Take credit on the Form 158 on the line designed for these items.
** Take credit on the Form 32 on the line designed for these items.

Note: If a dishonored check covers registration and title fees, a copy of this form must be
attached to the Form 158 and Form 32.

**PHOTOCOPIES OF THE FRONT AND BACK OF THE CHECK AND REGISTRATION RECEIPT AND/OR
RECEIPT FOR TITLE APPLICATION MUST BE ATTACHED.**

Texas Department of Transportation Division of Motor Vehicle Titles and Registration Austin, TX 78779-0001

Form D12-120 (Reg. 4/85/9-92) Rev. 10-92

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Fig. 65
Rights of Survivorship Ownership Agreement for a Motor Vehicle
Form VTR-122, Rev. 5-00



**RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT
FOR A MOTOR VEHICLE**

See reverse side for additional information.

Important! All persons shown in a rights of survivorship agreement must act jointly if ownership of the vehicle is transferred.

We, the persons whose signatures appear below, hereby agree that the ownership of the following described vehicle shall from this day forward be held jointly, and in the event of the death of any of the persons named in the agreement, the ownership of the vehicle shall vest in the survivor(s).

YEAR, MAKE, AND BODY STYLE OF VEHICLE

MOTOR OR VEHICLE IDENTIFICATION NUMBER

IN WITNESS WHEREOF WE HERETO AFFIX OUR SIGNATURES:

Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date
Signature	Printed Name	Date

CHECK AND SIGN STATEMENTS, IF APPLICABLE.

THE FOLLOWING SIGNATURES MUST BE NOTARIZED.

IF AGREEMENT IS BETWEEN UNMARRIED PERSONS:

- ☐ 1. We, the persons whose signatures appear below, hereby attest that we are not married.

Signature	Printed Name	Date
Signature	Printed Name	Date

**NOTARY
SEAL**

Sworn and subscribed before me on the _____ day of _____, year _____.

NOTARY PUBLIC

COUNTY, Texas

IF AGREEMENT INCLUDES A MARRIED PERSON BUT DOES NOT INCLUDE THEIR SPOUSE, THE SPOUSE (NOT INCLUDED ON THE RIGHTS OF SURVIVORSHIP AGREEMENT) MUST EXECUTE THE FOLLOWING:

- ☐ 2. I, the person whose signature appears below, hereby attest that I am not involved in the rights of survivorship agreement, but my spouse (husband or wife), _____, is party to the rights of survivorship agreement. I attest that the above described motor vehicle, subject of the rights of survivorship agreement, is my spouse's separate property and I have no interest in the motor vehicle.

Signature	Printed Name	Date
-----------	--------------	------

**NOTARY
SEAL**

Sworn and subscribed before me on the _____ day of _____, year _____.

NOTARY PUBLIC

COUNTY, Texas



Fig. 65 Continued
Rights of Survivorship Ownership Agreement for a Motor Vehicle
Back of Form VTR-122, Rev. 5-00

RIGHTS OF SURVIVORSHIP AGREEMENTS

When one or more persons submit an application for title and surrender a jointly signed "Rights of Survivorship" agreement, the words **RIGHTS OF SURVIVORSHIP** will be placed on the certificate of title by the department. Upon the death of one or more of the persons named in this agreement, a new certificate shall be issued to the surviving person or persons or the surviving person's or persons' transferee upon receipt of an application for title executed by the survivor or survivors. A copy of the deceased person's death certificate should be attached to the application for title.

If the persons executing this "Rights of Survivorship" agreement do not wish to have it immediately made a matter of record (recorded on the title), this agreement may be retained in their keeping. Upon the death of any of the persons named in this agreement, the survivor or survivors may obtain a new certificate of title by submitting an application for transfer of title executed by the survivor or survivors. A copy of the deceased person's or persons' death certificate(s) should be attached to the application for title.

- A vehicle need not be registered in the names of all the persons in the agreement.
- A motor vehicle is jointly owned when two or more persons execute a rights of survivorship agreement, even if only one of them is the recorded owner. Therefore, all persons shown in a rights of survivorship agreement must act jointly when ownership is to be transferred.
- In all instances, a copy of the deceased person's or persons' death certificate(s) must accompany the application for title.
- Husband and wife are not required to submit any type of documentation to verify that they are married.
- Individuals who are not husband and wife need an affidavit attesting to their unmarried status.

AGREEMENT BETWEEN PERSONS NOT MARRIED:

Rights of survivorship forms that specifically refer to husband and wife may not be used.

- To have the remark printed on the certificate of title, the unmarried persons must:
 1. Execute a Rights of Survivorship agreement (can not refer to husband and wife), at the time of title application.
 2. Complete an affidavit attesting to their unmarried status. (Refer to #1 on front of form.)
- To not have the remark printed on the certificate of title, the unmarried persons may:
 1. Execute an agreement and retain it until the death of one or more of the persons necessitates the issuance of a transfer of title.
 2. Execute and retain an affidavit that attests to their unmarried status. (Refer to #1 on front of form.)

AGREEMENT INCLUDES A MARRIED PERSON BUT DOES NOT INCLUDE THE MARRIED PERSON'S SPOUSE:

Rights of survivorship forms that specifically refer to husband and wife may not be used.

- To have the remark printed on the certificate of title, the persons must:
 1. Execute a Rights of Survivorship agreement (can not refer to husband and wife), at the time of title application.
 2. Spouse not signing rights of survivorship agreement must provide affidavit that the vehicle described in the rights of survivorship agreement is his/her spouse's separate property and he/she has no interest in the motor vehicle. (Refer to #2 on front of form.)
- To not have the remark printed on the certificate of title, the persons may:
 1. Execute an agreement and retain it until the death of one or more of the persons necessitates the issuance of a transfer of title.
 2. Spouse not signing rights of survivorship agreement must provide affidavit that the vehicle described in the rights of survivorship agreement is his/her spouse's separate property and he/she has no interest in the motor vehicle. (Refer to #2 on front of form.)

TO REVOKE A RIGHTS OF SURVIVORSHIP AGREEMENT:

- The persons who initiated the rights of survivorship agreement will have to execute the title assignment for transfer of title.
- The certificate of title must be surrendered with the application for title.

Fig. 68
Statement of Fact
Form VTR-130-SOF, Rev. 4-00



Statement of Fact
(Required to be Completed by Title Applicant
Prior to Review of Evidence of Ownership)

Title Applicant's Printed Name _____

MAILING ADDRESS _____ CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

Vehicle Description: Year Model _____ Make _____ Body Style _____

Model _____ Vehicle Identification Number _____

1. Are you a Texas resident or military personnel stationed in Texas? ☐ Yes ☐ No
2. Is the vehicle you are attempting to title subject to any of the provisions of the Transportation Code, Chapter 683, (i.e., abandoned vehicles, junked vehicles issued a Certificate of Authority, vehicles declared a public nuisance, etc.)? ☐ Yes ☐ No
3. A. Is the vehicle you are attempting to title subject to storage or mechanic's charges under the provisions of Chapter 70, State Property Code? ☐ Yes ☐ No
 B. Is the vehicle you are attempting to title subject to foreclosure on a Contractual Landlord's Lien under the provisions of Chapters 54 and 59? ☐ Yes ☐ No
4. Has this vehicle been reported stolen? ☐ Yes ☐ No
5. A. Was the vehicle manufactured for sale or distribution in the United States? ☐ Yes ☐ No
 (If no, complete B. below)
 B. Are you unable to provide proof of compliance with U.S. Department of Transportation safety requirements?
☐ Yes ☐ No
6. Is the vehicle involved in any pending lawsuits? ☐ Yes ☐ No
7. Is the vehicle operable? ☐ Yes ☐ No
 (If No, complete VTR-131, Request to Issue Negotiable Certificate of Title Without Registration.)

Please state how and from whom you obtained the vehicle and why proper documents are not available.

APPLICANT'S SIGNATURE _____ (_____) PHONE NUMBER _____ DATE _____

DATE OF BIRTH _____ DRIVER'S LICENSE NUMBER _____ STATE OF ISSUANCE _____

NOTE: YOU MAY BE REQUESTED TO LEAVE APPLICATION OVERNIGHT FOR PROCESSING.

WARNING! TRANSPORTATION CODE § 501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

Fig. 68 Continued
Statement of Fact
Back of Form VTR-130-SOF, Rev. 4-00

Hearing/Bond Checklist

The following must accompany your completed Statement of Fact in order for Tax Assessor-Collector's Hearing or bonded title to be processed.

- _____ 1. Pencil tracing of vehicle identification number or, if unable to secure pencil tracing, a physical description (Form VTR-270).
- _____ 2. Evidence of ownership, if any (bill of sale, etc.).
- _____ 3. NADA Book Value (furnished by Department) or two value appraisals may be required depending on the year model of the vehicle. Appraisals must be legible, signed by the appraiser and contain the appraiser's complete business name and address. A sample appraisal form is available from the VTR Regional Offices. (Required for bonded title transaction ONLY.)
- _____ 4. Weight certificate required if the vehicle is a commercial vehicle from out of state or no record of Texas title exists.

APPLICABLE ONLY IF LAST REGISTERED AND/OR TITLED IN ANOTHER STATE

- _____ 5. Title and registration verification, even if record has since been destroyed, unless title is being surrendered. Verification must be on letterhead of the state agency responsible for maintaining such records.
- _____ 6. Identification Certificate (Form VI-30A).

FOR QUESTIONS OR ADDITIONAL INFORMATION PLEASE CONTACT

FOR DEPARTMENT USE ONLY

- _____ 1. NCIC CHECKED BY
- _____ 2. TWX BY VIN
- _____ 3. VINASSIST PRINTOUT (IF NO RECORD FOUND AND VEHICLE IS YEAR MODEL '81 OR NEWER)
- _____ 4. MICROFICHE FORM (IF NO RECORD IN SYSTEM)
- _____ 5. FORM 36 -- REJECTION SHEET
- _____ 6. REJECTION LETTER
- _____ 7. CERTIFICATE OF TITLE SURETY BOND (FORM VTR-130/SB)
- _____ 8. REFERENCE BOOK PAGE -- VALUE CIRCLED OR COPIES OF APPRAISALS (ORIGINAL APPRAISALS MAINTAINED IN SUSPENSE FILE)
- _____ 9. FINALIZATION PROCEDURES

② 100

Fig. 80A
Request to Issue Negotiable Certificate of Title without Registration (Title Only)
Form VTR-131, Rev. 5-00



REQUEST TO ISSUE NEGOTIABLE CERTIFICATE OF TITLE WITHOUT REGISTRATION (TITLE ONLY)

MODEL YEAR	MAKE	BODY STYLE	SURRENDERED LICENSE PLATE(S) NUMBER (IF APPLICABLE)
YEAR OF LICENSE	VEHICLE IDENTIFICATION NUMBER		SURRENDERED VALIDATION STICKER NUMBER (IF APPLICABLE)

Check the applicable box:

- ☐ In accordance with Transportation Code § 501.0275, all license plates and registration insignia issued for this motor vehicle are being surrendered. The registration for this vehicle is not currently suspended or revoked.
- ☐ The vehicle has no license plates and/or registration.
- ☐ The above-described vehicle has been issued a license under the applicable status of forces agreement by either the appropriate branch of the armed forces of the United States or the nation in which the owner has been assigned. Valid proof of military registration, in accordance with Transportation Code § 520.0225, is attached.

I hereby request that a negotiable certificate of title without Texas registration be issued on the above described vehicle. Before the vehicle may be operated on the public streets or highways of Texas, I understand that this vehicle must display current registration.

(Check one) ☐ Texas Resident, ☐ Military Personnel, or ☐ Claiming Diplomatic Status.

NAME OF OWNER _____			
ADDRESS _____			
CITY _____	STATE _____	ZIP CODE _____	
NAME OF LIENHOLDER _____		DATE OF LIEN _____	
ADDRESS OF LIENHOLDER _____		CITY _____	STATE _____
		ZIP CODE _____	

I, the undersigned owner of the motor vehicle described above, do hereby certify that the statements set forth above are true and correct.

SIGNATURE OF OWNER (OR AUTHORIZED AGENT) _____ DATE _____

WARNING: TEXAS TRANSPORTATION CODE § 501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

TEXAS DEPARTMENT OF TRANSPORTATION
VEHICLE TITLES AND REGISTRATION DIVISION
AUSTIN TX 78778-0001



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Fig. 92
Affidavit of Heirship for a Motor Vehicle
Form VTR-262, Rev. 5-00



AFFIDAVIT OF HEIRSHIP FOR A MOTOR VEHICLE

→ (See important instructions on reverse side.) ←

YEAR	MAKE	BODY STYLE	MODEL	LICENSE PLATE NUMBER
VEHICLE IDENTIFICATION NUMBER			TITLE/DOC. NUMBER	

THE STATE OF TEXAS COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared all the undersigned affiants, who, after having been by me duly sworn, on oath, each for himself and herself deposes and states that _____

the recorded owner of the above described motor vehicle, died on the _____ day of _____, year _____, at _____ in the county of _____, and the State of _____;

that the deceased left (check one) ☐ no will or ☐ a will; that no application for administration or probate has been filed; that there is no necessity for an administration upon the estate nor for probate of a will, all affiants having agreed that the will shall not be offered for probate; that affiants herein are the sole and only known heirs at law of the deceased and, if there is a will, all beneficiaries of the will are, therefore, authorized under the law to sell, transfer and assign the ownership to said motor vehicle described above, to wit: there are no other known heirs who have prior right to the estate of the deceased, and it is the desire of all of the undersigned that title to the above described motor vehicle be (check one) ☐ issued to or ☐ issued free and clear of liens (to be used only if the lienholder recorded on a title is deceased):

NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

*** SIGNATURES OF AFFIANTS ***

NOTARY SEAL

Subscribed and sworn to before me this the _____ day of _____, year _____.

NOTARY PUBLIC

COUNTY _____

_____, Texas

ODOMETER DISCLOSURE STATEMENT (only for vehicles less than 10 years old)

FEDERAL AND STATE LAW REQUIRE THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING (NO TEVINS): _____

- ☐ 1. The mileage stated is in excess of its mechanical limits.
☐ 2. The odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY.

SIGNATURE OF SELLER/HEIR _____ PRINTED NAME (SAME AS SIGNATURE) _____ DATE OF STATEMENT _____

SELLER/HEIR ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

I am aware of the above odometer certification made by the seller/heir.

SIGNATURE OF OVERAGENT _____ PRINTED NAME (SAME AS SIGNATURE) _____ DATE OF STATEMENT _____

Fig. 92 Continued
Affidavit of Heirship for a Motor Vehicle
Back of Form VTR-262, Rev. 5-00

HEIRSHIP PROCEDURE

1. If the estate has been probated, the executor or administrator may assign the title provided a certified copy of the probate proceedings or Letters Testamentary or Letters of Administration is attached. Otherwise, the following procedures must be met in order to transfer ownership.

2. Complete the information regarding the vehicle description.

3. **ALL HEIRS OF ESTATE** - If there has been no administration on the estate, and no administration is necessary, the heir or heirs should sign in the SIGNATURE OF AFFIANTS AREA. If one of the heirs is a surviving spouse, only that heir need sign as an affiant, unless there are surviving children of the deceased with a parent who is other than the surviving spouse. If there is no surviving spouse, or if there are surviving children of the deceased with a parent who is other than the surviving spouse, all children of the decedent (if any) must sign as affiants. If the decedent left neither a spouse nor children, consult legal counsel as to who are the "heirs at law."

NOTE: 1. Children born to or legally adopted by the deceased qualify for this procedure as "children" of the deceased.

2. If there are surviving minor children of the deceased who are "heirs," a guardian must sign for the minor children and attach Letters of Guardianship.

3. If there is no surviving spouse, a guardian should sign for any surviving minor children of the deceased and attach Letters of Guardianship.

Note: The foregoing is for information purposes only. If legal advice is required in any matter, the affiant(s) should make their own arrangements for the same.

4. **NOTARIZATION** - All signatures must be notarized.

5. **ODOMETER DISCLOSURE STATEMENT** - This section is required to be completed by the seller/their and the purchaser/agent on motorized vehicles with a year model of less than 10 years old.

NOTE: Only one seller/their is required to execute the odometer disclosure statement.

WARNING: TRANSPORTATION CODE § 501.155, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

The following additional documentation may be required in order for a title transfer to be processed by the County Tax Assessor-Collector in the name of the title applicant(s):

- a. An Application for Texas Certificate of Title (Form 130-U);
- b. A Title and Registration Verification or Current License Receipt;
- c. A Release of Lien (if applicable);
- d. An Affidavit of Physical Inspection (Form VTR-270);
- e. A Bill of Sale from a Licensed Dealer; and
- f. Current Proof of Liability Insurance in the Title Applicant's/Applicants' Name(s).



Fig. 103B
Application and Affidavit for Foreclosure of a Self-service Storage Facility Lien
Form VTR-265-SSF, Rev. 3-00
For Use Only When Possession of the Vehicle Occurred On or After 9-1-99



**APPLICATION AND AFFIDAVIT FOR FORECLOSURE
OF A SELF-SERVICE STORAGE FACILITY LIEN**
FOR A VEHICLE OBTAINED ON OR AFTER SEPTEMBER 1, 1999

NOTE: This procedure can be used only if the lessor (landlord) has a written lease or rental agreement with the lessee (tenant) which addresses the sale and disposition of the property.

VEHICLE DESCRIPTION

YEAR	MAKE	BODY STYLE	TITLED STATE AND YEAR	LICENSE PLATE NUMBER
VEHICLE IDENTIFICATION NUMBER			TITLE DOCUMENT NUMBER	

PERSON (TENANT) WHO LEFT MOTOR VEHICLE ON LEASE OR RENTAL PROPERTY:

NAME				
STREET ADDRESS				
CITY			STATE	ZIP CODE

DATES

DATE OF SALE	LANDLORD'S LIEN INFORMATION (See reverse side for further instructions) LEASE OR RENTAL AGREEMENT (attach copy) NOTE OF CLAIM (attach copy) PUBLICATION OR POSTING OF NOTICE ADVERTISING SALE (attach copy) LOCATION OF SALE
--------------	---

AFFIDAVIT OF CONTRACTUAL LANDLORD'S LIEN:

I, the undersigned statutory lienholder, certify that the facts contained herein are true and correct and that the vehicle described above was left on the lease/rental property and that the owner was notified, as required by Chapter 59 or 70 of the State Property Code, to come forward and pay the charges due and pick up the vehicle. I further certify that possession of the vehicle has continued for thirty (30) days after the day on which notice of the amount of charges was made and that such charges remain unpaid. Therefore, I certify by my signature below that I have fulfilled all necessary legal requirements in order to enforce my lien against the property cited above; and I am proceeding to foreclose on the landlord's lien in accordance with the applicable provisions of the State Property Code.

NAME OF LANDLORD/STORAGE FACILITY	STREET ADDRESS	CITY	STATE	ZIP CODE
PRINT NAME OF AFFIANT (same as signature)		SIGNATURE OF AFFIANT		
Subscribed and sworn to before me this _____ day of _____				
Notary Public in and for The State of Texas My Commission Expires: _____				

SELLER/BUYER ASSIGNMENT

The Texas Tax Code requires the seller and purchaser to complete a joint statement indicating the sales price.

By virtue of the public sale outlined above and in accordance with the laws of the State of Texas, I, the undersigned contractual lienholder, for the sum of \$ _____, hereby sell and assign the vehicle described on this affidavit to the highest bidder at said sale to:

PRINTED NAME	STREET ADDRESS	CITY	STATE	ZIP CODE
PURCHASER'S SIGNATURE		DATE	SELLER'S SIGNATURE	
			DATE	

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

- I, the seller/agent, certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:
- ☐ 1. The mileage stated is in excess of the mechanical limits.
 - ☐ 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

DATE OF SALE	SIGNATURE OF SELLER/AGENT	HAND PRINTED NAME (same as signature)
I, the buyer/agent, am aware of the above odometer certification made by the seller/agent.		
	SIGNATURE OF BUYER/AGENT	HAND PRINTED NAME (same as signature)

SEE BACK FOR INFORMATION

Fig. 103B Continued
Application and Affidavit for Foreclosure of a Self-service Storage Facility Lien
Back of Form VTR-265-SSF, Rev. 3-00
For Use Only When Possession of the Vehicle Occurred On or After 9-1-99

NOTE: IF UNABLE TO DETERMINE WHERE THE VEHICLE WAS LAST REGISTERED, THIS METHOD OF DISPOSAL OF THE VEHICLE CANNOT BE USED. DISPOSAL OF THE VEHICLE MUST BE BY COURT ORDER THROUGH A COURT OF COMPETENT JURISDICTION.

**THE FOLLOWING EVIDENCE IS REQUIRED ON FORECLOSURE
OF SELF-SERVICE STORAGE FACILITY LIENS:**

1. A copy of the contract dated on or after September 1, 1999, with the terms of the lease printed or underlined in conspicuous bold print which addresses the sale and disposition of the property and is signed by both the tenant (lessee) and landlord (lessor). The lien is not enforceable unless the sale and disposition of the property is authorized in a written lease agreement.
2. An Application and Affidavit for Foreclosure of a Self-service Storage Facility Lien, Form VTR-265-SSF, executed by the landlord (lessor) certifying that all appropriate provisions of the Texas Property Code have been complied with which:
 - a. Must specify that the seizure and sale were made in accordance therewith; and
 - b. Must state that proper notification has been made in accordance with Chapter 59 or 70 of the State Property Code and date(s) such notification(s) was made.

NOTE: In lieu of written notification, publication of the notice in a newspaper of general circulation in the county in which the vehicle is stored may be used only if ALL of the following apply:

- (1) The motor vehicle is registered in another state;
- (2) The holder of the lien submits a written request by certified mail, return receipt requested, to the governmental entity with which the motor vehicle is registered requesting information relating to the identity of the last known registered owner and any lienholder of record;
- (3) The holder of a lien:
 - (a) Is advised in writing by the governmental entity with which the motor vehicle is registered that the entity is unwilling or unable to provide information on the last known registered owner or any lienholder of record; or
 - (b) Does not receive a response from the governmental entity with which the motor vehicle is registered on or before the 21st day after the date the holder of the lien submits a request under (2);
- (4) The identity of the last known registered owner cannot be determined;
- (5) The registration does not contain an address for the last known registered owner; and
- (6) The holder of the lien cannot determine the identities and addresses of the lienholders of record.

IMPORTANT NOTE: The holder of the lien is not required to publish notice if a correctly addressed notice is sent with sufficient postage and is returned as unclaimed or refused or with a notation that the addressee is unknown or has moved without leaving a forwarding address.

3. A copy of the title record in the tenant's (lessee's) name, if written notice was made
4. A self-service storage facility lien takes priority over all other liens. Therefore, a release of any recorded lien is not required

Fig. 110
Power of Attorney to Transfer Motor Vehicle
Form VTR-271, Rev. 3-00



POWER OF ATTORNEY TO TRANSFER MOTOR VEHICLE

TYPE OR PRINT IN INK

This is to certify that I, _____
(Print or Type Name)
of the county of _____
and the state of Texas, owner of the following described motor vehicle, do make, constitute and appoint
_____ of the county of _____ and the state of Texas, my true and lawful attorney,
for me and in my name, place and stead to sell, transfer and assign the motor vehicle described as follows:

Year	Make	Body Style	Model
Vehicle Identification Number		License Plate Number	Year of License Plate

Giving and granting unto my said attorney full power and authority to do and perform all and every act requisite and necessary to transfer and assign the legal title to said motor vehicle to anyone whomsoever as may be designated by my said attorney.

NOTE: This form must be properly completed before it is an acceptable document. The power of attorney can not be the selling or buying dealer of the vehicle disclosed therein, unless the year model is ten (10) model years old or older, the tonnage exceeds two (2) tons, or the vehicle is not self-propelled.

I further certify that the current odometer reading is _____ miles and to the best of my knowledge the odometer reading is the ACTUAL mileage of the vehicle unless one of the following statements is checked:

☐ 1. The mileage stated is in EXCESS of its mechanical limits.

☐ 2. The odometer reading is NOT the actual mileage. **WARNING - ODOMETER DISCREPANCY.**

Name of Owner (Print or Type) _____

Signature of Owner _____

Address _____ City _____ State _____ Zip Code _____

Date _____ Area Code _____ Daytime Telephone Number _____

WARNING: TRANSPORTATION CODE, § 501.155, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

TEXAS DEPARTMENT OF TRANSPORTATION
VEHICLE TITLES AND REGISTRATION DIVISION
AUSTIN TEXAS 78779-0001



Fig. 111
Power of Attorney for Transfer of Ownership to a Motor Vehicle
Form VTR-271-A, Rev. 5-97

STATE OF TEXAS				
POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE				
(SEE REVERSE SIDE FOR INSTRUCTIONS)				
WARNING: THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDEN OR HAS BEEN LOST. This Form Must Be Submitted To The State By The Person Exercising Powers of Attorney. Failure To Do So May Result In Fines And/or Imprisonment.				
VEHICLE DESCRIPTION				
Vehicle Identification Number	Year/Model	Make of Vehicle	Body Style	Model
PART A. A POWER OF ATTORNEY TO TRANSFER OWNERSHIP AND TO DISCLOSE MILEAGE				
Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.				
I, _____, appoint _____ as my attorney-in-fact, to execute all documents necessary to transfer my interest in the above described vehicle and to disclose the mileage on the title for the vehicle described above exactly as stated in my following disclosure.				
(Buyer's First Name, Print)				
I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.				
<input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.				
<input type="checkbox"/> (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.				
(Signature of Seller/Agent)				
(Printed Name)				
(Date of Statement)				
(Seller's Street Address, City, State, Zip Code)				
(Daytime Phone Number)				
(Signature of Buyer/Agent)				
(Printed Name of Individual Signing as Buyer/Agent)				
(Firm's Name, Street Address, City, State, Zip Code - Print or Type)				
Dealer Number				
PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE. (PART B IS INVALID UNLESS PART A HAS BEEN COMPLETED.)				
I, _____, appoint _____ as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.				
(Buyer's Name, Print)				
(Dealership's Name, Print)				
(Signature of Buyer/Agent)				
(Printed Name)				
(Print or Type Firm Name, If Applicable)				
(Buyer's Street Address, City, State, Zip Code)				
Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.				
I, _____, state that the odometer now reads _____ (NO TENTHS) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.				
<input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.				
<input type="checkbox"/> (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.				
(Signature of Seller/Agent)				
(Printed Name)				
(Date of Statement)				
(Dealership's Name, Street Address, City, State, Zip Code)				
Dealer Number				
PART C. CERTIFICATION (TO BE COMPLETED WHEN PARTS A AND B HAVE BEEN USED)				
I, _____, hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.				
(Person Exercising Above Powers of Attorney, Print)				
(Signature)				
(Printed Name)				
(Date of Certification)				
(Street Address, City, State, Zip Code)				
4741352				
THIS DOCUMENT IS VOID IF ALTERED				
Form VTR-271-A (05/97) DHT 142011				

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Fig. 119
Request for Pencil Tracing of Vehicle Identification Number (VIN)
Form VTR-301, Rev. 3-00



VTR-301 (Rev. 3/2000)
DHT-A 1-2408

**REQUEST FOR PENCIL TRACING OF
VEHICLE IDENTIFICATION NUMBER (VIN)**

Vehicle Identification Number _____

- Our records indicate a possible error with the above number.
- It will be necessary to obtain a pencil tracing of the number to verify the correct number.

NOTE: If it is not possible to obtain a pencil tracing due to the location of the vehicle identification number, an Affidavit of Physical Inspection, Form VTR-270 will suffice.

IF PENCIL TRACING INDICATES THE NUMBER IS CORRECT:

Return the tracing and attached transaction to this department for re-examination.

IF PENCIL TRACING INDICATES THE NUMBER IS INCORRECT:

An application for corrected certificate of title should be filed. The pencil tracing and current title should be submitted with the application.

SUGGESTED PROCEDURE:

1. Clean the vehicle identification number.
2. Place thin paper or masking tape on top of the vehicle identification number and trace over the surface with a soft lead pencil. (This procedure is difficult to obtain but may be used.)


OR

3. Rub the lead of a pencil over the top surface of the number. Place a strip of scotch tape over the number. Rub over the scotch tape with finger or eraser. Remove the tape and place it in the block below.

Please indicate location of VIN: _____ Body _____ Frame _____ Motor

VEHICLE TITLES AND REGISTRATION DIVISION • TEXAS DEPARTMENT OF TRANSPORTATION • AUSTIN TX 78775-0001

Fig. 126
Inventory Receipt for Unexpired License Plates and Certificates of Title
Form VTR-340, Rev. 3-96



VTR-340 (Rev. 11-2002)
(Rev. 3-96)

INVENTORY RECEIPT FOR UNEXPIRED LICENSE PLATES AND CERTIFICATES OF TITLE

FOR PERIOD BEGINNING FROM: _____ DATE _____ TO _____ DATE _____

SAVING VEHICLE DEALER
LICENSE NUMBER

NAME OF BUSINESS _____

MAILING ADDRESS _____

TEXAS _____

LINE	LICENSE NUMBER	STATE OF LICENSE	YEAR OF VEHICLE	NAME OF VEHICLE	VEHICLE IDENTIFICATION NUMBER	TITLE/DOCUMENT NUMBER	STATE OF TITLE	OTHER
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

TOTAL PLATES (Sum):

TOTAL TITLES:

I HEREBY CERTIFY THAT IN ACCORDANCE WITH V.A.T.S., ARTICLE 5807.2, ALL UNEXPIRED LICENSE PLATES WERE IMMEDIATELY REMOVED FROM EACH MOTOR VEHICLE OBTAINED BY THE ABOVE-NAMED BUSINESS DURING THE PERIOD SHOWN ABOVE FOR THE PURPOSE OF SCRAP DISPOSAL, RESALE OF PARTS, OR ANY OTHER FORM OF SALVAGE. SUCH PLATES WERE PLACED IN A SECURE LOCKED PLUGE AND ARE LISTED ABOVE COVERING EACH VEHICLE SO OBTAINED. I FURTHER CERTIFY THAT IN ACCORDANCE WITH CHAPTER 50, SUBCHAPTER E OF THE TRANSPORTATION CODE AND V.A.T.S., ARTICLES 5807.1 AND 5807.2, THE CERTIFICATES OF TITLE LISTED HEREON COVER ALL VEHICLES OBTAINED FOR SCRAP DISPOSAL, RESALE OF PARTS, OR ANY OTHER FORM OF SALVAGE DURING THE PERIOD STATED ABOVE.

SIGNED _____

POSITION _____

DATE _____

BEING A DULY APPOINTED REPRESENTATIVE OF THE TEXAS DEPARTMENT OF TRANSPORTATION, I DO HEREBY CERTIFY THAT THE ABOVE-LISTED LICENSE PLATES AND CERTIFICATES OF TITLE WERE SURRENDERED TO ME ON _____ DATE _____ SIGNED _____ POSITION _____

WARNING: A PERSON WHO FAILS TO COMPLY WITH THE PROVISIONS MENTIONED ABOVE COMMITS A CLASS A MISDEMEANOR WHICH COULD RESULT IN A FINE NOT TO EXCEED \$400.00, CONFINEMENT IN JAIL FOR A TERM NOT TO EXCEED ONE YEAR, OR BOTH SUCH FINE AND IMPRISONMENT.

NOTE: FOR EACH OF THE ABOVE VEHICLES THAT IS SOLD, PLEASE LIST ON THE REVERSE SIDE THE NUMBER OF THE LINE THAT DESCRIBES THE VEHICLE AND THE PURCHASER'S NAME AND ADDRESS.

→ ORIGINAL - DEPARTMENT COPY

DUPLICATE - FIRM COPY ←

TEXAS DEPARTMENT OF TRANSPORTATION - VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TX 78778-0061

Fig. 127
Texas Motor Vehicle Transfer Notification
Form VTR-346, Rev. 3-00

TEXAS MOTOR VEHICLE TRANSFER NOTIFICATION			
COMPLETE ALL REQUESTED INFORMATION			
THE DEPARTMENT DOES NOT MAINTAIN FILES BY OWNER NAME.			
VTR-346 (Rev. 3/00) (HT 148682) I/WE HEREBY REQUEST THAT THE DEPARTMENT MARK ITS MOTOR VEHICLE RECORDS TO INDICATE THAT I/WE HAVE TRANSFERRED THE VEHICLE DESCRIBED BELOW UNDER THE PROVISIONS OF THE TRANSPORTATION CODE § 520.023, WHICH ADDRESSES SECOND-HAND VEHICLE TRANSFERS. HOWEVER, I/WE UNDERSTAND THAT THE MOTOR VEHICLE RECORD WILL REMAIN IN MY/OUR NAME(S) UNTIL A NEW TEXAS CERTIFICATE OF TITLE IS APPLIED FOR AND ISSUED, RECORDING THE NAME OF THE NEW OWNER.			
FOLD LINE	TEXAS LICENSE PLATE NUMBER	VEHICLE MAKE	YEAR MODEL
			BODY STYLE
TITLE/DOCUMENT NUMBER		VEHICLE IDENTIFICATION NUMBER (VIN)	
NAME OF BUYER/TRANSFeree		DATE VEHICLE DELIVERED TO BUYER/TRANSFeree (MM/DD/YYYY)	
CURRENT ADDRESS		CITY	STATE ZIP
SIGNATURE OF SELLER(S)/TRANSFEROR(S)		DATE SIGNED (MM/DD/YYYY)	
FEE: \$5.00 DO NOT MAIL CASH.		PLEASE REMIT PAYMENT IN THE FORM OF A CASHIER'S CHECK, MONEY ORDER, OR CHECK PAYABLE TO THE TEXAS DEPARTMENT OF TRANSPORTATION.	
NOTE: Fees submitted are non-refundable			
NAME OF SELLER/TRANSFEROR		MAIL TO: TEXAS DEPARTMENT OF TRANSPORTATION VEHICLE TITLES AND REGISTRATION DIVISION PO BOX 13175 AUSTIN TX 78711-3175	
CURRENT ADDRESS			
CITY	STATE ZIP		
<input type="checkbox"/> YOUR NOTIFICATION IS BEING RETURNED. SEE REVERSE SIDE FOR FURTHER INSTRUCTIONS.			

Front of Form VTR-346

THE ATTACHED VEHICLE TRANSFER NOTIFICATION IS BEING RETURNED FOR THE REASONS CHECKED BELOW:	
<input type="checkbox"/>	Please resubmit this notification with the proper fee of \$5.00.
<input type="checkbox"/>	Incorrect fee was submitted. Please resubmit this notification with an additional \$_____ to comply with the \$5.00 fee requirement.
<input type="checkbox"/>	We find no record of title in our files by the vehicle description shown. Please check the vehicle identification number and Texas license plate number or resubmit this transfer notification with a photocopy of the Texas registration receipt or title.
<input type="checkbox"/>	Required information is incomplete. Please complete the following items on the attached notification form:
<input type="checkbox"/>	Texas license plate number
<input type="checkbox"/>	Vehicle Identification Number
<input type="checkbox"/>	Address of buyer(s) / transferee(s)
<input type="checkbox"/>	Full name of seller(s) / transferor(s)
<input type="checkbox"/>	Date seller(s) / transferor(s) signed form
<input type="checkbox"/>	Title / Document number
<input type="checkbox"/>	Full name of buyer(s) / transferee(s)
<input type="checkbox"/>	Date vehicle was delivered to the buyer(s) / transferee(s)
<input type="checkbox"/>	Address of seller(s) / transferor(s)
<input type="checkbox"/>	Signature of seller(s) / transferor(s)
<input type="checkbox"/>	Only the recorded owner of the vehicle may make notification of the sale or transfer of a vehicle. Our records show the recorded owner(s) to be:
<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Return this form to show that proper fee has been paid. NO ADDITIONAL FEE REQUIRED.
MAIL TO: VEHICLE TITLES AND REGISTRATION DIVISION • TEXAS DEPARTMENT OF TRANSPORTATION • PO BOX 13175 • AUSTIN TX 78711-3175	

Back of Form VTR-346

Fig. 128
Release of Vehicle Record Information
Form VTR-385, Rev. 2-00



RELEASE OF VEHICLE RECORD INFORMATION

STATUS OF RECORD INFORMATION

Under Texas law, the Texas Department of Transportation, Vehicle Titles and Registration Division (VTR) maintains information for motor vehicle title and registration records. The majority of this information is not confidential and may be released upon request with certain restrictions. The records may be released individually by license plate number or by vehicle identification number (VIN), or VTR may sell the entire database of all vehicle records to commercial users. State law prohibits publication of this information on the Internet. These records include the owner/lienholder name and address, unless the owners or lienholders have notified VTR that they do not want this information released. This notification process is called the OPT-OUT program.

WHAT IS "OPT-OUT"?

OPT-OUT is a program that is being offered to vehicle owners and lienholders that allows VTR to withhold their name and address on a particular vehicle record from individual release and from businesses that use this information for commercial solicitation, marketing, or surveys. These businesses also obtain names and addresses from other sources such as credit bureaus, product warranty registrations, magazine subscriptions, etc. The OPT-OUT program will not prevent mailings using name and address data from these other sources. The OPT-OUT program will prevent your name and address from being released at a VTR or county tax collector office, unless the requestor is specifically allowed by law to receive this information under a "permitted use" (see reverse side). There are many business uses and governmental uses that are allowed by law for the release of this information, even if the owner or lienholder has requested that the information not be available for general release.

HOW DO I OPT-OUT?

If you would like to take advantage of the OPT-OUT program, complete and sign the form at the bottom of this sheet, and submit it to your local county tax-assessor collector's office. In the case of multiple owners, only one owner's signature is required, but all the owner names and addresses on the record will be withheld. You must identify each vehicle by license plate number and VIN. This information can be found on your vehicle registration or certificate of title.

Note: If you choose to Opt-Out, the Opt-Out notation placed on a vehicle record will remain even after ownership of the vehicle is transferred. A court order directing the department to remove an Opt-Out notation will be required once the notation has been placed on a vehicle record. This is to ensure that all persons shown on a vehicle record that may have chosen to Opt-Out are protected.

If you have questions regarding the "opt-out" program, please contact your local county tax assessor-collector's office or the VTR Customer Help Desk at (512) 465-7611.

REQUEST TO WITHHOLD VEHICLE RECORD INFORMATION

PLEASE COMPLETE ALL INFORMATION.

If you wish to have your name and address withheld from individual or commercial release by this department, you must complete all information requested below. A separate form is required for each vehicle. This form must be signed by the owner or lienholder of record, whichever applies. In the case of joint ownership only one signature is necessary, but all owner names and addresses on the record will be withheld.

ON THE VEHICLE RECORD I AM THE: ☐ OWNER or ☐ LIENHOLDER

I WISH MY NAME AND ADDRESS BE WITHHELD FROM (unless release is mandated by law):
☐ INDIVIDUAL REQUESTS ☐ COMMERCIAL REQUESTS or ☐ BOTH

VEHICLE INFORMATION:

YEAR	MAKE	LICENSE PLATE NUMBER	VEHICLE IDENTIFICATION NUMBER
PRINTED NAME OF OWNER/LIENHOLDER AS SHOWN ON THE MOTOR VEHICLE RECORD		OWNER/LIENHOLDER SIGNATURE	DATE
ADDRESS OF OWNER/LIENHOLDER		CITY/STATE/ZIP CODE	AREA CODE/TELEPHONE NUMBER

PLEASE SUBMIT THIS COMPLETED FORM TO YOUR LOCAL COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE.



Fig. 128 Continued
Release of Vehicle Record Information
Back of Form VTR-385, Rev. 2-00

REQUIRED DISCLOSURE

The department is required to disclose all information in the department records for use in connection with any matter of:

- (1) motor vehicle or motor vehicle operator safety;
- (2) motor vehicle theft;
- (3) motor vehicle emissions;
- (4) motor vehicle product alterations, recalls, or advisories;
- (5) performance monitoring of motor vehicles or motor vehicle dealers by a motor vehicle manufacturer; or
- (6) removal of nonowner records from the original owner records of a motor vehicle manufacturer to carry out the purposes of:
 - (a) the Automobile Information Disclosure Act, 15 U.S.C. Section 1231 et seq.;
 - (b) 49 U.S.C. Chapters 301, 305, 323, 325, 327, 329, and 331;
 - (c) the Anti Car Theft Act of 1992, 18 U.S.C. Sections 553, 981, 982, 2119, 2312, 2313, and 2322;
 - (d) 19 U.S.C. Sections 1646b and 1646c, and 42 U.S.C. Section 3750a et seq., all as amended;
 - (e) the Clean Air Act, 42 U.S.C. Section 7401 et seq., as amended; and
 - (f) any other statute or regulation enacted or adopted under or in relation to a law included in (a)-(d).

PERMITTED USES:

The department may release all information contained in the department records, even if the subject of the information has opted-out, if the person requesting the information certifies that the intended use of the information is for one of the following permitted uses.

1. Use will be strictly limited to use by:
 - (a) a government agency, including any court or law enforcement agency, in carrying out its functions; or
 - (b) a private person or entity acting on behalf of a government agency in carrying out the functions of the agency.
2. Use in connection with a matter of:
 - (a) motor vehicle or motor vehicle operator safety;
 - (b) motor vehicle theft;
 - (c) motor vehicle product alterations, recalls, or advisories;
 - (d) performance monitoring of motor vehicles, motor vehicle parts, or motor vehicle dealers;
 - (e) motor vehicle market research activities, including survey research; or
 - (f) removal of nonowner records from the original owner records of motor vehicle manufacturers;
3. Use in the normal course of business by a legitimate business or an agent, employee, or contractor of the business, but only:
 - (a) to verify the accuracy of personal information submitted by the individual to the business or an agent, employee, or contractor of the business; and
 - (b) if the information as submitted is not correct or is no longer correct, to obtain the correct information, for the sole purpose of preventing fraud by, pursuing a legal remedy against, or recovering on a debt or security interest against the individual;
4. Use in conjunction with a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self-regulatory body, including service of process, investigation in anticipation of litigation, execution or enforcement of a judgment or order, or under an order of any court;
5. Use in research or in producing statistical reports, but only if the personal information is not published, redisclosed, or used to contact any individual;
6. Use by an insurer or insurance support organization, or by a self-insured entity, or an agent, employee, or contractor of the entity, in connection with claims investigation activities, antifraud activities, rating, or underwriting;
7. Use in providing notice to an owner of a towed or impounded vehicle;
8. Use by a licensed private investigator agency or licensed security service for a purpose permitted under this section;
9. Use by an employer or an agent or insurer of the employer to obtain or verify information relating to a holder of a commercial driver's license that is required under 49 U.S.C. Chapter 313;
10. Use in connection with the operation of a private toll transportation facility;
11. Use for bulk distribution for surveys, marketing, or solicitations AND the information will be used, rented, or sold solely for bulk distribution for surveys, marketing, or solicitations, and the surveys, marketing, or solicitations will not be directed at any individual who has requested that the material not be directed at them (opted-out):

NOTE: If a person requests information solely for this permitted use and the department record indicates the subject has opted-out, the personal information (names and addresses) contained in that record is removed prior to release.
12. Use for any other purpose specifically authorized by law that relates to the operation of a motor vehicle or to public safety.

Fig. 132
Standard of Safety Statement
Form VTR-470, Rev. 3-00



STANDARD OF SAFETY STATEMENT

I, the undersigned, hereby certify that the vehicle described below meets the Safety Equipment Requirements and Standards prescribed by law.

Year _____ Make _____ Motor or V.I.N. _____

Printed Name of Owner _____

Signature of Owner _____

Motor Vehicle Inspection Sticker # _____

Name of Official Inspection Station _____

City _____

Date of Inspection _____
(MM/DD/YY)

Signature of Certified Inspector _____

This Statement is required on all manufactured or homemade miniature vehicles, rebuilt vehicles, dune buggies, motor scooters, mini-bikes or other unique vehicles. (If the vehicle is Homemade or Rebuilt, the Official Vehicle Inspection must be made after the completion of the vehicle.)

TEXAS MOTOR VEHICLE LAW

Transportation Code § 502.005 - Refusal to Register Unsafe Vehicle. The department may refuse to register a motor vehicle or motorcycle and may suspend or revoke the registration if the department determines that the vehicle is unsafe, improperly equipped or otherwise unfit to be operated on a public highway.

IMPORTANT!! Before Texas Title will be issued this form must be completed, and the information requested within the above block must be filled in by the Certified Inspector of the Official Inspection Station.



Fig. 133
Title and Registration Instructions for Motor Vehicles
Adapted to or Designed for Human Habitation
Rev. 11-99

Pickup trucks with camper units (slide in) attached which can readily be removed must be registered with commercial license plates. DO NOT register as fixed weight. Register for the empty weight of the vehicle (including pickup bed) plus a carrying capacity no less than the manufacturer's rated carrying capacity. Such vehicles should be titled showing the body style as "PU."



The Motor Home Category I includes:

- (1) Permanently mounted camper units constructed on truck chassis.
- (2) Reconstructed used trucks and buses converted to Motor Homes.
- (3) New vans converted to Motor Homes by the Recreational Vehicle Industry.

Vehicles so constructed must be registered with passenger license plates. The evidence of ownership covering the "chassis and cab" shall determine the make of vehicle, year model, and vehicle identification number (VIN). The body style shall be shown as "Motor Home." Photograph, weight certificate, and affidavit explaining alterations required.



Motor Home Category II - This category consists exclusively of Motor Homes manufactured by the Recreational Vehicle Industry using cutaway or chopped vans which are purchased as component parts from major vehicle manufacturers.



Vehicles so constructed must be registered with passenger license plates. The Manufacturer's Statement of Origin covering the body shall determine the make of the vehicle and year model. The Manufacturer's Statement of Origin covering the chassis shall determine the VIN. The body style shall be shown as "House Car." Photograph and weight certificate required.

Motor Home Category III - In constructing a Motor Home, the body containing living quarters is permanently mounted on the chassis only of the motor vehicle, and such body is so designed that it completely envelopes or covers the vehicle's engine.



Vehicles so constructed must be registered with a passenger license plates. The Manufacturer's State of Origin covering the "body" will record the make and model of the body, and the VIN of the chassis. The body style shall be shown as "Motor Home." Photograph and weight certificate required.

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